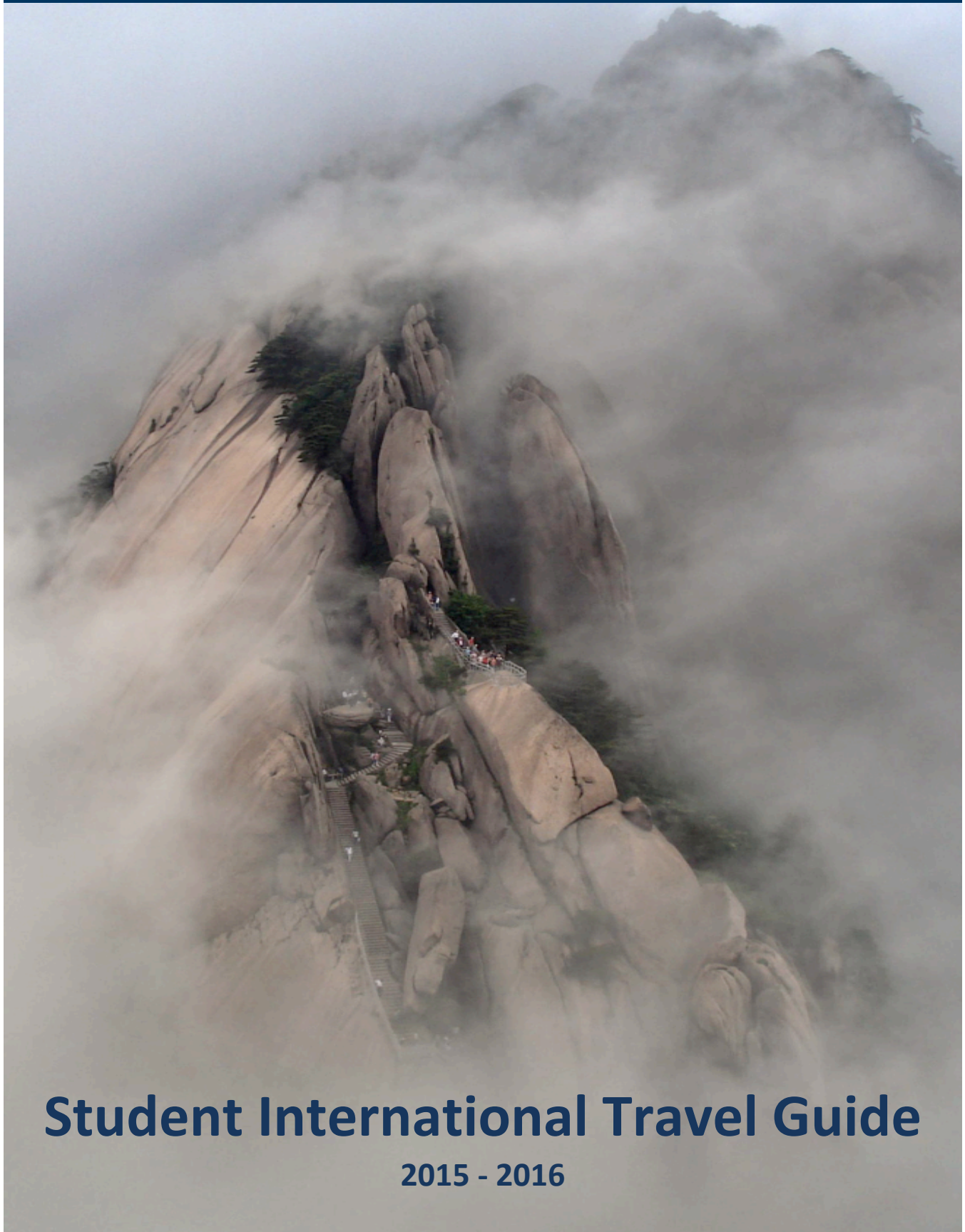




GLOBAL MICHIGAN
UNIVERSITY OF MICHIGAN



Student International Travel Guide

2015 - 2016

CONTENTS

INTRODUCTION	5
U-M INTERNATIONAL TRAVEL POLICY AND HEALTH INSURANCE	5
TRAVEL ABROAD HEALTH INSURANCE (HTH)	5
THE UNIVERSITY TRAVEL REGISTRY	6
TRAVEL DOCUMENTS – PRE-DEPARTURE PLANNING	7
PASSPORT REQUIREMENT	7
APPLYING FOR OR RENEWING A PASSPORT	7
VISAS	8
VISA APPLICATION PROCESS (FOR TRAVELERS OF ANY CITIZENSHIP)	9
VISA INFORMATION for Non-U.S. Citizens	11
HEALTH PRE-DEPARTURE PLANNING	13
MAKING AN APPOINTMENT WITH UHS BEFORE DEPARTURE: VACCINATIONS	13
MEDICATIONS	15
SELF-DISCLOSING Health AND DIETARY INFORMATION	17
MENTAL HEALTH PREPARATION: PRE-DEPARTURE	17
MENTAL HEALTH SELF-CARE WHILE ABROAD	19
UNIVERSITY OF MICHIGAN MENTAL HEALTH SELF-CARE RESOURCES	20
SOURCES OF STRESS WHILE ABROAD	20
WHAT ARE THE ESSENTIAL STEPS FOR TRAVELERS WITH DISABILITIES?	21
Plan Ahead	21
Processing Disabilities	22
Chronic Systemic Disorders	22
Deaf or Hard of Hearing	22
Mobility/Orthopedic Disabilities	23
Visual Impairments	23
SAFETY – PRE-DEPARTURE PREPARATION	24
KNOW THE HEALTH, SAFETY, AND SECURITY CLIMATE OF THE HOST COUNTRY	24
UPDATE EMERGENCY CONTACTS	25
PREPARE FOR Culture Shock	26
BASIC COMMUNICATION IN THE LOCAL LANGUAGE	29
PERSONAL SAFETY EDUCATION WORKSHOPS	31
TRAVELING LOGISTICS	31
FLIGHT, TRAVEL, AND PERSONAL PROPERTY INSURANCE	35
LUGGAGE AND SHIPPING	36
PACKING TIPS – CHECKED LUGGAGE	37
PACKING TIPS - CARRY-ON LUGGAGE	38
CUSTOMS AND IMMIGRATION	40
JET LAG	40
TRANSPORTATION FROM AIRPORT TO MAIN SITE	41
RAIL PASSES	41

AFFORDABLE ACCOMMODATION	42
HOSTEL CARD	43
U-M TRAVELER ID AND THE INTERNATIONAL TRAVELER IDENTITY CARD	43
LIFE ABROAD	44
COMMUNICATING WHILE ABROAD	44
TIME ZONES	46
TRAVELER CONDUCT	46
ALCOHOL AND SUBSTANCE ABUSE POLICY	46
PERSONAL AND SOCIAL CONSIDERATIONS WHILE ABROAD	47
BEING AN AMERICAN ABROAD AND CULTURAL STEREOTYPES	48
RACIAL AND ETHNIC IDENTITY ABROAD	49
GENDER	51
LESBIAN, GAY, BISEXUAL, TRANSGENDER, TWO-SPIRITED, QUEER OR QUESTIONING (LGBTQ) TRAVELERS	52
HEALTH AND SAFETY ABROAD	54
U-M SAFETY PRACTICES	54
UNIVERSITY TRAVEL RESTRICTION AND TRAVEL WARNING DESTINATIONS	54
THE TRAVEL REGISTRY	55
SIDE TRIPS	55
WHAT IS AN EMERGENCY?	57
EMERGENCY PLANS ON-SITE	58
CONTACTING THE UNIVERSITY OF MICHIGAN IN THE EVENT OF AN EMERGENCY	58
EMERGENCY ASSISTANCE THROUGH THE U.S. STATE DEPARTMENT	59
INCIDENT SPECIFIC EMERGENCY PROCEDURES	60
RISK MANAGEMENT WHILE ABROAD	64
PERSONAL DOCUMENT SAFETY	64
TRANSPORTATION SAFETY	65
FOOD AND WATER SAFETY	67
TRAVELERS' DIARRHEA	70
DEHYDRATION	71
ALCOHOL AND SUBSTANCE ABUSE	71
DATING, SAFER SEXUAL PRACTICES, AND STIS	73
FEMALE TRAVELERS: ADDITIONAL SAFETY SUGGESTIONS	75
OVERSEAS BLOOD TRANSFUSIONS, BLOOD PRODUCTS, AND INJECTIONS	76
MANIPULATION: SCAMS	77
THEFT AND VIOLENT CRIME	78
POLITICAL UPRISINGS/DEMONSTRATIONS	79
GET TO KNOW LOCAL AND NATIONAL LAWS: BEING ARRESTED OR DETAINED ABROAD	80
POWER OF ATTORNEY	81
OPERATING MACHINERY AND HANDLING HAZARDOUS MATERIALS	81
NATURAL DISASTERS AND CLIMATIC CHANGES	83
AVOID UNFAMILIAR ANIMALS AND CONTRACTING RABIES	87
SWIMMING SAFETY	88
BEDBUGS	89
AMERICANS ABROAD: SOME ADDITIONAL SAFETY SUGGESTIONS	89
HEALTH INSURANCE	90
HEALTH INSURANCE COVERAGE	90

INSURANCE COVERAGE DURATION	91
EXTENDING HEALTH INSURANCE COVERAGE	91
COUNTRY SPECIFIC INSURANCE	91
PROOF OF MEDICAL COVERAGE FOR VISA APPLICATIONS	91
USING HTH INSURANCE IN A MEDICAL EMERGENCY	91
EVACUATION COVERAGE	92
USING HTH FOR ROUTINE MEDICAL CARE ABROAD	92
CLAIMS REIMBURSEMENT PROCEDURE	92
INSURANCE COVERAGE FOLLOWING GLOBAL EXPERIENCE	93
GENERAL RESOURCES	93
GUIDEBOOKS	93
GOVERNMENT SERVICES	93
GENERAL STUDY ABROAD INFORMATION LINKS	94
REFERENCES	94
CHECKLISTS	95
TRAVEL REQUIREMENTS	95
HEALTH	95
SAFETY	96
PASSPORT AND VISA	97
TRAVEL	97
FINANCES	97
PACKING (SEE PACKING TIPS FOR A MORE COMPLETE LIST)	98
ACADEMICS (FOR CREDIT EXPERIENCES)	98
PRE-DEPARTURE PREPARATION FOR RESEARCHERS	98
ON SITE	99
ACKNOWLEDGMENTS	100

Introduction

The U-M community has come together to develop several international travel resources for U-M students. A complete list of travel resources, as well as the most current version of this guide, can be found at <http://global.umich.edu/travel-resources/>

This travel guide was designed to foster self-agency as students prepare to travel internationally in a mindful, healthy, and safe manner. This guide is intended for students from any U-M college from any of U-M's three campuses as a supplemental guide. As such, the content is purposefully generalized and is not meant to be the definitive source outlining U-M policies or the requirements set forth by a student's sponsoring U-M unit. Students are encouraged to visit the [Global Michigan](#) site and contact her sponsoring unit for up-to-date policies and requirements.

As the authors expect that this handbook will serve as a general reference tool for everyone involved in your travel, please feel free to share its contents with your family, friends, and guardians before your departure. Best wishes from the University of Michigan and have a productive and memorable experience abroad!

U-M International Travel Policy and Health Insurance

The [U-M International Travel Policy](#) applies to faculty, staff, and all students traveling outside of the United States of America for University of Michigan Related Travel ([UMRT](#)), which may include but are not limited to study, research, internships, service, conferences, presentations, teaching, performances, or competitions.

Find a full version of the U-M International Travel Policy from the following link: [U-M's International Travel Policy, SPG 601.31](#)

[TRAVEL ABROAD HEALTH INSURANCE \(HTH\)](#)

Students, faculty, and staff from all U-M campuses who travel abroad for University-related purposes ([UMRT](#)) must have U-M Travel Abroad Health Insurance and register in the U-M Travel Registry: <http://global.umich.edu/travel-resources/register-your-travel/>

Students traveling abroad for UMRT are required to have the U-M travel abroad health insurance through HTH Worldwide. Students should check with their advisor to see whether their program is purchasing the insurance for them or if they are responsible for purchasing it.

Faculty and staff traveling internationally for UMRT are covered under the University's blanket travel abroad health insurance policy with HTH GeoBlue Worldwide. Faculty and staff should register with HTH GeoBlue Worldwide before departure by following the instructions listed at <http://global.umich.edu/travel-resources/register-your-travel/>

Student, faculty, and staff travelling internationally for personal reasons that is not UMRT may purchase HTH and HTH GeoBlue for personal travel.

Find full information about HTH and HTH GeoBlue coverage benefits at:
<http://www.uhs.umich.edu/tai>

THE UNIVERSITY TRAVEL REGISTRY

The University of Michigan provides travel registry for faculty, staff, and students to record travel plans and contact information. In accordance with U-M's International Travel Policy, University faculty, staff, and students are required to register their international travel plans when traveling for University-related purposes before departure. Travelers should update the Travel Registry as additional information becomes available or when changes occur before or during travel.

Follow this link to the Travel Registry: <http://global.umich.edu/travel-resources/register-your-travel/>

M-Compass

M-Compass is the University of Michigan's education abroad program and application management system and the Travel Registry for all students.

The Vice Provost for Global and Engaged Education (VPGEE) facilitates the organization and overall management of the system on behalf of the Office of the Provost, the business owner. Units create their own programs and manage their student applications following established U-M wide policies and guidelines, as well as unit-specific internal business processes.

M-Compass is a central location for U-M education abroad resources, allowing unit administrators to manage program inventories, student applications and program requirements. The system allows students to search for and apply to U-M sponsored education abroad opportunities and scholarship programs online.

Follow this link to M-Compass: <https://mcompass.umich.edu>

M-Flint WorldLink

M-Flint WorldLink is the University of Michigan-Flint's education abroad program and application management software. Students are able to search for and apply to programs offered through University of Michigan-Flint in WorldLink. The U-M Education Abroad Office manages WorldLink.

Follow this link to M-Flint WorldLink: <http://goabroad.umflint.edu/>

Travel Documents – Pre-departure Planning

PASSPORT REQUIREMENT

A passport will serve as the official identification of travelers, and are required for all citizens who travel abroad. It is the most important legal document when traveling outside of the United States, and will be required when crossing most international borders. Passports should be kept in a safe and secure location throughout travel, and a photocopy of the identification page should be carried with travelers at all times. Travelers may also upload an electronic copy of her or his passport in M-Compass, which could help travelers replace lost or stolen passports while abroad and expedite any evacuations.

Passports should be valid for at least six months after travel is expected to end, as this is often a consulate or embassy visa requirement. It can be very difficult to renew a passport while abroad, especially if a visa has already been issued.

Questions about the best way to carry a passport in the host country should be addressed to the on-site staff and/or U-M program leaders (if applicable).

APPLYING FOR OR RENEWING A PASSPORT

U.S. Passports are valid for a period of ten years (if the passport was issued before the age of 15, it is only valid for five years).

- Travelers who do not have a passport or need to renew their passport must apply for a passport well before traveling internationally, as the process can take between eight and fifteen weeks to complete.
- Travelers who already have a passport should check the expiration date. The passport should be **valid for at least six months after the conclusion of their time abroad**.

Please visit the U.S. Department of State website for application details:

http://travel.state.gov/passport/get/first/first_830.html

First-time Applicants: Travelers who are applying for their first passport **must apply in person**. To begin the process, complete the correct passport application form online:

http://travel.state.gov/passport/forms/ds11/ds11_842.html

Renewals: Some travelers are able to renew passports online. Visit the US. Department of State website for details: http://travel.state.gov/passport/get/first/first_830.html.

Once the new or renewed passport is received, the University of Michigan suggests that travelers make several copies of the photo and signature page of their passport (along with other irreplaceable documents, such as the visa page, immunization cards, credit and/or debit cards, prescriptions, etc.), taking care to ensure that images are clear and words are legible. Travelers should leave one copy at home with a parent/guardian or friend, and take one or more copies with them while abroad, to be kept in a location separate from their passport. The creation of secure and accessible digital copies of these important documents is also advised. Travelers can upload a copy of his or her passport in M-Compass. In the case of loss or theft, it is much easier to replace a passport if a copy is available.

VISAS

A visa is a document granting permission for entry and/or extended stay in a country. Visas are stamped, stapled, or glued into an applicant's passport, and travelers are advised to keep a photocopy of the document on their person at all times. Travelers are responsible for obtaining any necessary visas when traveling abroad, and all associated costs.

A valid passport is required before applying for a visa. Because the application process may take up to 3 to 4 months, **it is extremely important that travelers begin investigating visa requirements as soon as the travel destinations determined.**

The requirements for traveler visas vary by country and by consulate. In some countries, certain medical requirements must be met. The appropriate visa type can depend on the traveler's

citizenships, the kind of international experience in which they are participating (i.e. classes only, internship, tourism, etc.), the country or countries they visit, and the duration of each stay.

Travelers may be denied entry into, or be deported from, a country for which they have not obtained the required visa. **Obtaining the appropriate visa for each country is each traveler's responsibility.** The University of Michigan cannot obtain visas for travelers, nor does it have any control over the consulates and the regulations they impose.

VISA APPLICATION PROCESS (FOR TRAVELERS OF ANY CITIZENSHIP)

Travelers must contact the consulate or embassy of their countries of destination to determine the visa requirements and application process for each type of visa. For additional information, please visit the U-M International Center website:

<http://internationalcenter.umich.edu/swt/travel-abroad-basics/visas.html>

Visa applicants may be required to visit the consulate or embassy of their countries of destination in person in order to apply. As this may require travel to another city or state, it is important to plan ahead. Occasionally, international travelers must go to a consulate in their home country to obtain a visa.

In most cases, the process of obtaining visas is smoothest when the application is made as soon as possible and the destination countries' instructions are followed carefully. It is important to remember that visa decisions derive from sovereign foreign nations whose requirements are subject only to their own interpretation, and they reserve the right to reject a visa application based on that interpretation.

VISA INFORMATION FOR U.S. CITIZENS

In most cases, travelers must contact the consulate assigned to their **state of permanent address** in order to learn about visa procedures and requirements. Information on country-specific entry, exit, & visa requirements for U.S. citizens can be found at the Department of State's International Travel website:

<http://travel.state.gov/content/passports/english/country.html>

To locate an applicable consulate in the United States, visit the Foreign Consulate Locator on the U.S. Department of State website: <http://www.state.gov/s/cpr/rls/fco/> or Embassies & Consulates of the World website: <http://www.embassyworld.com/>.

HELPFUL VISA TIPS

1. Make plans for all countries expected to be traveled to and through.

Travelers must consider travel plans to include both countries of stay as well as countries that will be traveled through during transit. Visas must be secured not only for countries visited but also for those involved in routes of travel. For example, a “transit visa” is sometimes required in order to pass through a country en route to a final destination.

2. Follow all instructions for visa requirements carefully.

Travelers should immediately contact the consulate of countries they intend to visit or pass through and follow their instructions. It is each traveler's responsibility to familiarize themselves with foreign country visa requirements.

3. Apply as soon as possible.

4. Closely Monitor Fees.

When researching the visa application payment step, travelers must pay close attention to requirements regulating exit from the country and re-entry into the United States. Some countries charge travelers exit taxes, which may be included in airfare or charged as a separate fee.

5. Hire someone to process the visa.

In the event that the traveler is unable to apply for the visa in person, visa processing companies can be hired for a fee to process and secure visa applications and documents. A non-comprehensive list of companies that provide this service include:

- Washington Express Visas:
<http://www.washingtonexpressvisas.com/visaservices/>
- A Briggs Passport & Visa Expeditors: <http://www.abriggs.com/>
- Travisa: <http://www.travisa.com/Sites/TA/Homepage.aspx>
- Perry International: www.perryvisa.com

VISA INFORMATION for Non-U.S. Citizens

U.S. Permanent Residents

U.S. Permanent Residents must follow the visa instructions for the country that issued their official passport. Please check with the U.S. Citizenship and Immigration Services at www.uscis.gov concerning regulations for travel and re-entry into the U.S. It is particularly important to verify procedures for those who contemplate being outside the U.S. for more than six months.

Source: Adapted from Princeton University's International Travel Handbook 2014-15

Travelers in F-1 or J-1 Visa Status

International travelers must follow the visa instructions for the country that issued their official passport. However, it is also extremely important that travelers ensure all conditions of their U.S. traveler visa are met by consulting with an **International Student & Scholar Advisor** at:

Ann Arbor Campus:

International Center
1500 Student Activities Building
515 E. Jefferson Street
Ann Arbor, MI 48109

Dearborn Campus:

Office of International Affairs
780 Town Center Drive, Room 108
Dearborn, MI 48126
313-583-6600

Flint Campus:

International Center
219 University Center
303 E. Kearsley Street
Flint, MI 48502
810-762-0867

Failure to comply with federal regulations could result in a traveler being unable to return to the U.S. after their program. It is important to follow the travel procedures below:

1. Apply for Visas from the U.S. (Not from your Home Country, if Applicable)

Applying for visas from the U.S. can be a faster and easier process than applying from home countries. Travelers should check visa requirements for their particular citizenship to determine if applying from the U.S. is possible.

2. Keep U.S. Visa and Other Travel Documents Current

Travelers must keep their U.S. visas current throughout their time abroad in order to re-enter the U.S. after travel. Travelers can meet with a U-M International Student & Scholar Advisor for U.S. visa advice. Additionally, passports and travel signatures must be up-to-date upon re-entry to the United States. For more information, visit the U-M International Center's Re-Entry to the U.S. website:

http://www.internationalcenter.umich.edu/immig/fvisa/fj_travelreentry.html

3. Obtain a Valid Travel Signature:

F-1 and J-1 visa holders traveling outside the U.S. must make sure that the signature on page 3 of their Form I-20 or in the lower right corner of their Form DS-2019 will not expire before their return to the U.S. (signatures are valid for 12 months or 6 months during post-completion OPT). If the signature will expire, these travelers must be sure to have their I-20 or DS-2019 signed by an International Student & Scholar Advisor before they leave the U.S. International travelers with an F-1 visa who participate in study abroad must inform their International Student & Scholar Advisor of their plans to return to the U.S. so that an updated I-20 with valid travel signature can be sent to that traveler before s/he returns to the U.S.

4. Apply for a New F-1 or J-1 Visa:

To re-enter the U.S., these travelers must have a valid F-1 or J-1 visa in their passport. If their visa has expired or will expire while they are abroad, s/he will need to renew it while they are outside of the U.S. **A U.S. F-1 or J-1 visa can only be obtained abroad at U.S. embassies/consulates.** Specific procedures and policies at embassies/consulates may vary. Information about individual U.S. consulates can be found at the U.S. Department of State website: <http://travel.state.gov/content/visas/english.html>.

For visa application, these travelers will need a valid passport, valid I-20 or DS-2019 with a current travel signature, proof of financial guarantee, and any other documents that

might be required by the individual embassy or consulate. Complete F-1 and J-1 visa travel information can be found at: <http://www.internationalcenter.umich.edu/immig/>

Source: Adapted from Princeton University's International Travel Handbook 2014-15, Kalamazoo College Study Abroad Handbook 2014-15

Health Pre-departure Planning

MAKING AN APPOINTMENT WITH UHS BEFORE DEPARTURE: VACCINATIONS

Travelers may want to make appointments with their family physician or University Health Services (UHS) for a physical before departure.

Steps to making appointments:

1. Review/Compile Immunization Record

For appointments with UHS, travelers must bring the completed UHS travel health forms that are available on UHS' site, their immunization records (including boosters), any health forms that need to be completed, their itinerary, and a means of payment. All of this information is available on <http://www.uhs.umich.edu/travelhealth/>.

Some countries have specific immunization and other requirements that must be fulfilled before departure. Travelers should inform their physician of any plans to travel to other countries (in addition to their host country) so that all necessary immunizations can be received before departure. **All shots should be recorded on the International Certificate of Vaccination card approved by the World Health Organization (WHO).** The vaccination card is available at the University Health Service or County Health Department. Travelers must take the vaccination card abroad with them. Even if their host governments do not require inoculation records for entry purposes, the card may be useful while traveling outside the host country, particularly in Latin America, Asia, and Africa.

2. Complete Online Travel Health Program

Before travelers schedule their appointment, it is recommended that they complete an Online Travel Health Program at <http://www.uhs.umich.edu/travelhealth/>. This program takes approximately 10 minutes and will detail how to prepare for the appointment, including the specific medical records needed.

3. Learn which Prescriptions and Immunizations are Recommended for the Destination/s

It is important for travelers, prior to their scheduled appointments, to be aware of countries or regions which are prone to illnesses such as Malaria, Traveler's Diarrhea,

Hepatitis A, Typhoid, and Yellow Fever. Travelers are solely responsible for assessing the medical needs associated with travel to the areas within their travel plans. Travelers should be aware of which types of vaccinations they may need. The Centers for Disease Control and Prevention (CDC: <http://www.cdc.gov/>) divides vaccines for travel into three categories: routine, recommended, and required. While a traveler's family physician or UHS will suggest which ones they should have, it's best to be aware of them ahead of time. Travelers are encouraged to visit the CDC's Traveler's Health website to research the suggested vaccinations for their travel destination/s:
<http://wwwnc.cdc.gov/travel/default.aspx>

4. Schedule an Appointment

Schedule an appointment with your family or UHS physician (<http://www.uhs.umich.edu/aithc>). It is important to keep in mind that some immunizations necessitate a series of clinic visits over the course of several weeks, so schedule an appointment as soon as possible. It is recommended to call at least three months before departure to schedule an appointment.

Other Appointment Considerations

Individual Travel Health Inventory and Self-Care Plan: This tool helps students identify and plan for health care needs during international travel. Travelers are encouraged to complete the [inventory](#) in consultation with her or his health care provider, UHS, and / or CAPS.

General Health: Obtain up-to-date health records and immunization histories to take abroad in case of an emergency.

Dental: Receive a dental check-up and have any necessary dental work done before leaving the U.S., since these services are not covered by HTH International Health Insurance. Those without a regular dentist should contact the U-M School of Dentistry.

Vision: Travelers wearing glasses or contact lenses should make an appointment to receive a regular check-up before departure. Obtain a copy of any prescriptions received and back-up eyewear to take abroad.

Changes in environment and daily routine can easily compromise ocular health while abroad. Travelers should educate themselves about these risks, especially those associated with contact lens use. The US Food and Drug Administration (FDA) provides several tips to reduce the chances of contact lens-related infections:
<http://www.fda.gov/medicaldevices/productsandmedicalprocedures/HomeHealthandConsumer/ConsumerProducts/ContactLenses/ucm062589.htm>

MEDICATIONS

Travelers must determine what medications they will need while abroad and whether it is legal and available at their destination or transit countries.

Legality of Medications

- **Step 1 - Call the Embassy:** If travelers are taking prescription medication for a medical condition, it is their responsibility to verify with the Consulate or Embassy of the country they are visiting whether their U.S. medication can be safely brought into that country or if a permit is required. **Be aware that some medications commonly prescribed or sold in the U.S. may be considered illegal substances in other countries, or may contain controlled substances.** For example, some medications for ADD/ADHD may require significant research and licensing before being allowed into a country.
- **Step 2 – Call HTH Worldwide Insurance:** In the event that travelers are unable to contact the Consulate or Embassy of the country that they are visiting to determine the legality of medications, travelers can contact an HTH Worldwide Insurance advisor to see if a particular medication is available in their destination country:
<http://www.hthtravelers.com/>. Please note that it is possible that a medication is available in a country, but it may be illegal to bring the medication through customs. Also, travelers will need their HTH certificate number found on their HTH card when calling an HTH advisor.

Documentation for Medications

Travelers should have their physician **provide a prescription** and **write a letter in English** indicating the diagnosis, the medication prescribed with its generic name, and why it is being prescribed. Travelers should ask their physician to state the specific ingredients of the drugs and the compound, as well as the amount and length of time they will be taking the medication. This prescription information will be needed to transport medications between countries and can assist travelers in filling prescriptions abroad. Travelers may also want to consider obtaining a translation of medical prescriptions in the host language/s.

Transportation of Medications

- Medications widely available in the U.S. will not necessarily be widely available abroad. If possible, travelers currently taking prescription or over-the-counter medications for a medical condition are encouraged **to bring enough medication for the full duration of travel, if possible.** For common ailments, such as colds or headaches, it is recommended that travelers **bring their preferred brand of medicine**, as it may be difficult to find at the destination.

- Travelers should **research the maximum amount of medication allowed to enter the country**, which is often a three months supply of the prescription/dosage. This information may be found on the website of the host country's embassy or consulate, by contacting the embassy or consulate directly, or by contacting an HTH worldwide advisor.
- In order to avoid complications with international customs or security, travelers should **carry all prescription and over-the-counter drugs in their carry-on luggage within their original and properly labeled containers. The physician's letter and prescription listing the active ingredients should be carried with the medication.**
- **Medications must be packaged according to Transportation Security Administration (TSA) regulations and the regulations of the host country customs.** Medications must be declared for screening at checkpoints, and the name on prescription labels must match the traveler's name as it appears on his/her boarding pass. Please visit the TSA website for details: <http://www.tsa.gov/traveler-information/what-expect-if-passenger-needs-medication>.
- Travelers are also recommended to carry a medication/emergency card with their name, drug and/or food allergies, blood type, physician's name and contact information, the exact names of the medications that are currently being taken, and an emergency contact.
- **Be cautious of sending medication by mail**, as many countries restrict or prohibit the reception of drugs by mail. Additionally, mailed medication may be susceptible to high customs duties or confiscation.

Obtaining Medications while Abroad

Travelers who need to obtain prescription medications while abroad may need to schedule an appointment with a physician in the host country and acquire a local prescription. To facilitate this process, travelers should bring the prescription letter provided by their U.S. physician to their appointment (including any translations). Information regarding local physicians that accept HTH insurance can be found at HTH's traveler website: <http://www.hthtravelers.com/>.

Please view the HTH Worldwide health and safety video about prescription drugs for more details: <http://www.youtube.com/watch?v=94tf0XmsqKs&feature=relmfu>

IMPORTANT!

Travelers are strongly encouraged to self-disclose relevant medications (along with medical issues and / or allergies) to on-site collaborators, who may include colleagues, U-M program leaders, and/or staff at partner institutions. As described in the Confidentiality of Health Information section, traveler's privacy will be respected within the context of the Family Educational Rights and Privacy Act (FERPA).

SELF-DISCLOSING Health AND DIETARY INFORMATION

In addition to medications, travelers are highly encouraged to **self-disclose other health and dietary information** to colleagues, including mental health concerns, allergies, medications, dietary preferences or restrictions, physical disabilities, etc. **It is in the traveler's best interest to share this information in a timely manner**, preferably well before departure, so any necessary accommodations can be made in advance. In order to secure approved accommodations while abroad, travelers should speak with the Services for Students with Disabilities (SSD) office as early as possible.

While on-site, travelers should not hesitate to inform faculty leaders, on-site staff, or host families of any medical concerns.

Self-disclosed health and dietary information will **remain confidential within the context of FERPA Privacy Laws**.

Confidentiality of Health Information

FERPA Privacy Laws: According to the University of Michigan's Office of the Registrar, within the United States, "once a traveler reaches the age of 18 or attends an institution of postsecondary education, the families have no rights under FERPA." Only the traveler can give permission for their families and others to have access to their academic records, which includes health information that the traveler discloses to program staff, and all other U-M colleagues, faculty, or staff. Discloser of health information without the traveler's permission will only occur in the event of an emergency, such as when the traveler is hospitalized or poses a threat to themselves and/or others.

Source: <http://www.ro.umich.edu/ferpafaq.php>

MENTAL HEALTH PREPARATION: PRE-DEPARTURE

Counseling and Psychological Services (CAPS)

This HTH Worldwide's video highlights the value of disclosing important mental health issues before traveling abroad: <http://www.youtube.com/watch?v=qnL9O95eapY&feature=relmfu>

Before departure, travelers are encouraged to visit their respective campus counseling office to discuss individually tailored mental health self-care strategies. Travelers can complete the Health Self Care [inventory](#) in consultation with a CAPS or other mental health provider:

Ann Arbor Campus:

Room 3100 Michigan Union
530 S. State Street
Ann Arbor, MI 48109
734-764-8312
tdsevig@umich.edu

Dearborn Campus:

2157 University Center
4901 Evergreen Road
Dearborn, MI 48129
313-593-5430
counseling@umd.umich.edu

Flint Campus:

264 University Center
Flint, MI 48502
810-762-3456

CAPS provides the following services, among other services, in an atmosphere that is welcoming, comfortable, and multi-culturally sensitive for all travelers:

- Individual Counseling
- Group Opportunities
- Urgent/Crisis Services
- Consultation Services for Faculty/Staff
- Psychiatric Evaluations and Medication Management
- ADHS Screenings and Support
- Eating Patterns Screening and Support
- Substance Abuse Screenings and Support
- Drop-In Workshops

Though CAPS provides predeparture counseling, CAPS, and similar U-M counseling offices, do not provide services for travelers already abroad. For this reason, travelers are encouraged to seek out local services in their host countries.

Faculty and staff may receive counseling services from the Faculty and Staff Assistance Program (FASAP): http://www.hr.umich.edu/mhealthy/programs/mental_emotional/counseling-consultation/fasap/index.html

U-M Institute for Human Adjustment and Psychological Clinic

Travelers may also contact their respective campus' Psychological Clinic for many common psychological concerns. The Psychological Clinic is not a free service, though it does accept many types of insurance and payment options. It offers therapy for many difficulties and concerns, including depression and anxiety; problems with procrastination, problems with personal relationships, including spouses, family and friends; school and career difficulties, problems at work with colleagues or superiors, confusion or concern about sexual identities or preferences, problems dealing with an upsetting or traumatic event, issues with transition from one city or country to another; and dealing with the loss of a loved one or close relationship. Travelers are also encouraged to plan ahead in terms of utilizing these services prior to an international experience.

Please visit these websites for details:

Ann Arbor Campus:

http://www.psychclinic.org/clinical_services/common_concerns/

Dearborn Campus:

http://umdearborn.edu/css_counselingservices/

Flint Campus:

<http://www.umflint.edu/caps/counseling-and-psychological-services>

MENTAL HEALTH SELF-CARE WHILE ABROAD

Travelers who receive mental health support here in the United States are encouraged to continue care while abroad. Experiencing other cultures and routines is an exhilarating but often stressful experience that can cause symptoms or conditions to worsen, even if temporarily.

Additionally, the **stresses of culture shock can trigger new mental health conditions.** Travelers experiencing any forms of mental health vulnerability should contact HTH Worldwide Insurance to speak with a professional, or contact on-site staff, U-M program leaders, and/or other professional departments for support.

HTH Worldwide health insurance provides coverage for mental health care, many prescription medications, and counseling. Travelers who would like to take advantage of this mental health option are encouraged to visit <https://www.hthtravelinsurance.com/> to locate mental health providers near their destination. Travelers can also call an HTH advisor to locate providers and to facilitate payment.

The **National Suicide Prevention Hotline** is: 1-800-273-8255 (TALK) and their website is:

www.suicidepreventionlifeline.org.

UNIVERSITY OF MICHIGAN MENTAL HEALTH SELF-CARE RESOURCES

The Resiliency and Stress Management modules provide a student perspective and strategies for managing health and stress while abroad: <http://global.umich.edu/going-abroad/planning/resiliency-and-stress-management/>

The **[Individual Travel Health Inventory and Self-Care Plan](#)** can help travelers identify and plan for health care needs during international travel.

SOURCES OF STRESS WHILE ABROAD

Even if no known pre-existing conditions exist, mental health can be affected while abroad. Travelers who are losing sleep or are feeling overwhelmed, anxious, withdrawn, etc. should speak with on-site and/or U-M staff. A number of factors can contribute to a sudden mental health crisis. Stress factors that can trigger a new condition or exacerbate existing conditions include:

Environmental

- Adjusting to living conditions of the host country
- Using a foreign language to communicate
- Culture shock

Social

- Separation anxiety and/or loneliness
- New roommates or host family
- Relationship and/or family problems in the traveler's home country

Emotional

- Past history of mental health conditions
- Sustained level of high stress
- Disappointment based on different expectations

Behavioral

- Substance abuse
- Stop using prescribed medications
- Sleep deprivation
- Poor financial management

Academic

- Different education system

- Poor academic performance

Source: Adapted from St. John's University presentation on Mental Health for travelers abroad, 2012.

WHAT ARE THE ESSENTIAL STEPS FOR TRAVELERS WITH DISABILITIES?

Plan Ahead

Individuals are responsible for arranging necessary accommodations. Financial responsibilities for accommodations abroad will default to the traveler, if not met by other sources. To discuss options for accommodations, travelers should consult with their campus disability office specialist, and the host institution, department, or staff abroad.

While it is not possible to anticipate all concerns, pre-departure planning is strongly encouraged. The availability of facilities and support services may vary at different sites of travel, and the range and quality may differ from services provided at the University of Michigan.

Students with disabilities can have great experiences abroad and are encouraged to explore their options with their program coordinator and/or the **Services for Students with Disabilities (SSD)** office: <http://ssd.umich.edu/>. Students should also be familiar with the Services for Students with Disabilities handbook: http://ssd.umich.edu/files/ssd/SSD_Traveler_Handbook.pdf. In the event that accommodations were not pre-approved by the SSD before a traveler departs, travelers already abroad are still encouraged to contact the SSD office to see if temporary accommodations can be approved remotely.

Faculty and Staff with disabilities are encouraged to reach out to University Health Services (UHS), <http://www.uhs.umich.edu/home>, or their local physician(s) to discuss health-related concerns before travel abroad. Additionally, **the Americans with Disability Act (ADA)** outlines institutional accommodations for individuals with disabilities and the U-M Office for Institutional Equity offers services in support of the ADA: <http://hr.umich.edu/oie/ada/adafaq.html>

Among other resources for individuals with disabilities are interactions with returnees who can outline potential challenges in the host country. Reach out to one of the U-M international or study abroad offices to connect with returnees from specific countries. Additionally, for a variety of tips and resources for traveling with disabilities, visit the **Mobility International USA** website: www.miusa.org/.

More information can be found within the U-M Services for Travelers with Disabilities handbook: http://ssd.umich.edu/files/ssd/SSD_Traveler_Handbook.pdf

ASK YOURSELF IMPORTANT QUESTIONS RELATED TO SPECIFIC DISABILITIES OR OTHER MEDICAL CONDITIONS

Processing Disabilities

Processing disabilities include learning disabilities, ADD and ADHD, psychological trauma, and brain injuries.

- Will travelers need note-takers for class?
- What are a traveler's host university's policies on extended exam time?
- Is the host university willing to authorize a traveler's usual test accommodations based on American medical documentation?
- What tutoring services might be available and at what cost?
- If travelers need to see a doctor or therapist for psychological concerns while abroad, have they established this contact prior to departure?
- Have travelers considered bringing a personal recording device for lectures? Do travelers have permission to record lectures?
- Are books available on tape or CD?
- Who will fund any special accommodations?

Chronic Systemic Disorders

- If travelers have respiratory problems or severe allergies, what is the air and environmental quality in the city they are considering?
- If a traveler's condition is affected by varying temperatures, what is the climate in their prospective host city?
- What prior notification has been given to the instructors or staff members regarding potential absences due to unexpected medical challenges?
- Will travelers need extended time on projects, presentations, or assignments?
- If travelers normally receive test accommodations, do they have authorization through the host university, program, or company to receive the same accommodations there?
- What special dietary considerations might travelers have?
- If there are extra expenses associated with special accommodations, who will fund these?

Deaf or Hard of Hearing

- Will travelers need an interpreter or Real-time Captioning?
- Does the interpreter know American Sign Language? Sign language is not universal and may differ between countries that have the same spoken language. Travelers should find out the differences before leaving. It may be possible to depart early to learn the new sign language.
- If travelers are taking a personal FM system, can they obtain batteries in their host country that work for their device?

- Who will notify a traveler's instructor of the need to wear the FM microphone?
- Will travelers need a note-taker?
- Are captioned videos available?
- What are the costs and who will fund other special accommodations?

Mobility/Orthopedic Disabilities

- Will travelers take one or two wheelchairs? Electric or manual?
- Do travelers need a transformer? Is the voltage in a traveler's host country compatible with their transformer?
- How will travelers ship their chairs abroad?
- Where can a traveler's chair be repaired abroad?
- Are the streets and sidewalks paved or cobblestone? Are there curb cuts for wheelchair access?
- Do travelers need to make additional arrangements to get from the airport to the orientation site or to the host university?
- What is the accessibility of the host university and city (e.g., elevators, bathrooms, classrooms, housing, transportation, etc.)?
- Is voice recognition software available?
- Are service dogs permitted at the local site and what, if any, regulations apply to them? Will special housing or food arrangements be necessary for a service dog?
- Will travelers need note-takers, scribes, or transcribers?
- What kind of field trips might a traveler's program go on? Are they accessible?
- Are lab or library assistants available in a traveler's host country?
- Do travelers need extended time on assignments or exams?
- Who will fund any special accommodations?

Visual Impairments

- Have travelers contacted the consulate of their host country to determine if they will need to put their guide dog in quarantine?
- Will special housing or food arrangements be necessary for a guide dog? Is a traveler's dog allowed into the classroom?
- Are alternate formats available? (Books on tape, Braille, e-text, scanning, CCTV, etc.).
- Will travelers need a mobility assistant?
- Have travelers obtained maps of their host city and enlarged them to become familiar with directions before departure?
- What kind of test accommodations will travelers need?
- Is there Braille signage on buildings, elevators, classroom, ATMs, etc.?
- Will travelers have access to computer software in order to write or read documents?
- Who will fund any special accommodations?

PREPARE FOR MEDICAL CARE ON SITE

In the event that travelers need to see a doctor or specialist while abroad, they should contact an HTH Advisor to discuss which physicians or medical facilities are available in their host city. Travelers with disabilities should establish contact with relevant medical providers before departure to clarify eligibility for services and payment methods.

Consider Personal Attendants

Travelers bringing a personal attendant with them must make sure the attendant has the necessary passport, visa, documentation, insurance, and immunizations for traveling and living abroad.

- Where will he or she live? Some programs can only accommodate travelers.
- What kind of funding will he or she need? If travelers will need to hire an attendant abroad, they are advised to research the steps to do so pre-departure and determine what funding will support this cost.

Additional Resources

- Access Abroad at the University of Minnesota: www.umabroad.umn.edu/access/
- National Clearinghouse on Disability and Exchange (NCDE): www.miusa.org/ncde

BE FLEXIBLE

International travel requires adaptability for people with and without disabilities. Living in a new culture will bring new challenges, including disability services and accessibility standards that might differ significantly from what travelers are used to in the United States.

Safety – Pre-departure Preparation

KNOW THE HEALTH, SAFETY, AND SECURITY CLIMATE OF THE HOST COUNTRY

All travelers should become familiar with the health, safety, and security concerns applicable at their destinations by consulting the following resources. The Safety Plan Templates and the U-M Travel Guides and Subscriptions listed on Global Michigan will help travelers identify risks and mitigation strategies: <http://global.umich.edu/travel-resources/health-safety/>

Some important links include:

- The US Centers for Disease Control: <http://www.cdc.gov/travel/>
- The US Department of State Country Information Sheet:
http://travel.state.gov/travel/travel_1744.html

- The US Department of State Travelers Abroad: <http://travelersabroad.state.gov/>
- **ASIRT Country Road Travel Reports:** Road travel reports from the [Association for Safe International Road Travel](#) (ASIRT) detail country specific urban and rural road conditions, provide an overview of local traffic laws, and provide accident statistics. The U-M Library is hosting this resource so reports are available to the U-M community.

Travelers may want to view the travel information on government websites of other countries to get a non-US perspective as well, such as: www.smartraveller.gov.au/zw-cgi/view/Advice

The Thorn Tree Travel Forum on Lonely Planet offers travel advice from individual travelers (<http://www.lonelyplanet.com/thorntree/index.jspa>). Though the validity of the information on Lonely Planet's forum is not known, it can provide a diverse range of opinions concerning a certain location.

Research the host country's equivalent to a 911 emergency number posted on the U.S. State Departments' Travelers Abroad website: <http://travel.state.gov/content/studentsabroad/en/to-go/911-list.html>. This information, as well as information on local embassies, is on the Department of State website country-specific pages.

Know how to access emergency money at the host location. Travelers should read the Finance sections of the handbook, including the Credit Cards and Cash (ATM) Cards, Travelers' Checks, and Receiving Money from Home sections. Travelers should also consult with on-site staff or those involved with organizing their experience about the best method for accessing emergency funds for their particular location/s.

Travelers can use the Safety Plan for Individual Travelers as a template to identify travel risks and mitigation strategies. The Safety Plan is located on the Global Michigan site: <http://global.umich.edu/travel-resources/health-safety/>

UPDATE EMERGENCY CONTACTS

Prior to departure, travelers must update their emergency contact information in Wolverine Access, to ensure that the addresses and telephone phone numbers are correct. Travelers must also include an emergency email address in Wolverine Access. This emergency contact information will be used to keep parents or other designated contacts updated on world events should they occur in the vicinity of the traveler's location (e.g. riots in France, storms in Thailand, etc.)

Additionally, travelers should update their on-site contacts within M-Compass, if the names, addresses, and numbers of on-site contacts are known before departure.

PREPARE FOR Culture Shock

“Culture is the relatively stable set of **inner values and beliefs** generally held by groups of people in countries or regions and the noticeable impact those **values and beliefs** have on their **outward behaviors and environment**.”

Source: Peterson, B. (2004). Cultural intelligence: A guide to working with people from other cultures. London, UK: Intercultural Press.

Elements of culture may be quite visible (e.g. traditional attire and cuisine) or less visible (e.g. internal value systems). Travelers may experience culture shock when they are exposed to new, perhaps different elements of culture than what is familiar.

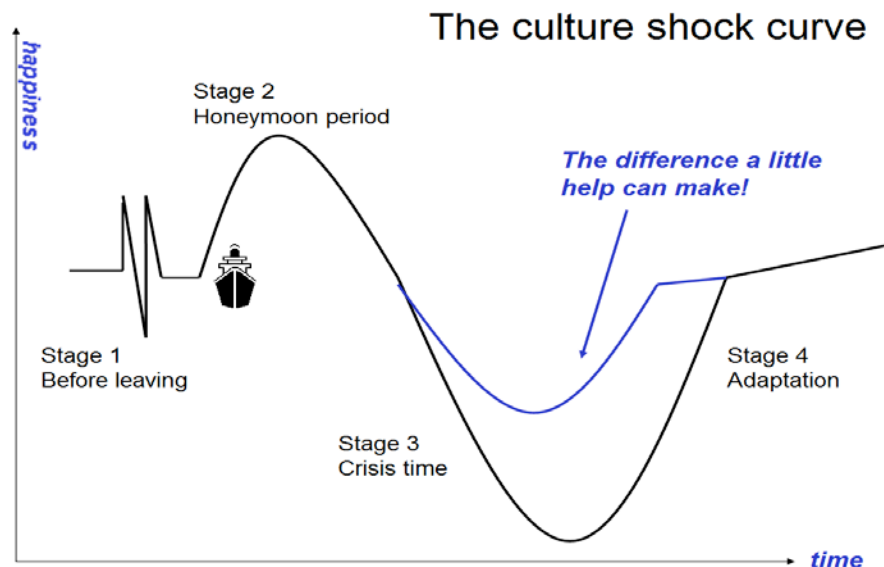
Most people experience some form of culture shock when living abroad. Symptoms can include homesickness, irritability, and irrational behavior due to feelings of anxiety, isolation, and apprehension over integrating into a different culture. This is to be expected since travelers will be adjusting to their new “home away from home.” Travelers will be in a foreign environment with different surroundings and living conditions. Each day will present a new challenge that at first may seem exciting yet overwhelming. However, **this is a normal phase of adjustment**. It may take travelers a few days, weeks, or months to become accustomed to their new way of life.

Everyone adjusts to culture shock in different ways depending on their previous intercultural experience, personality, and familiarity with the destination. There is no single, uniform experience of culture shock and it may occur differently, or not at all for individual travelers. Elements of culture shock may also occur in waves or cycles and not follow a clear trajectory. Nevertheless, travelers should be aware of and prepared to experience the various phases generally associated with cultural integration:

1. The **Before Leaving Period**: A time of anticipation, excitement, fears, and the stresses of getting ready to enter another culture. The time period is variable.
2. The **Honeymoon Period**: A period of initial excitement at new surroundings and experiences. This typically lasts from arrival to about a week, though it can last longer. Symptoms of the Crisis Period may include, but are not limited to the following:
3. The **Crisis Period**: The frustrating period of cultural integration commonly known as “culture shock.” This may include feelings of anxiety, isolation, and struggles with integration into the host culture. It typically lasts from 1 week to about 6 weeks, though it can last longer and can happen again during the adaptation period. Symptoms experienced during this period could affect a traveler’s physiological, emotional, cognitive, or behavioral state and may include:
 - a. **Changes in behaviors**, such as: changes in sleep or appetite, social withdrawal,

decreased involvement in activities or self-care, and/or increased use of substances

- b. **Changes in mood**, such as: feelings of surprise, stress, irritation, anger, anxiety, shock, fatigue, privilege, inequality, prejudice, guilt, hopelessness, or frequent fluctuations in mood
4. The **Adaptation Period**: This is a realization period where travelers begin to understand, accept, adopt, and even prefer the cultural norms of their host culture. The adaptation period is not always an upward progression of cultural integration. There are frustrating times of ups and downs within this period where travelers long for the familiarities of home, such as friends, food, etc., especially around the holidays. Travelers can also return to the crisis period during this time.
5. When travelers re-enter their home country, they often experience **Reverse Culture Shock** and can go through stages 1 – 4 above. A traveler's previous perspectives now may be challenged. As well, important experiences abroad may not fully be understood or valued by loved ones, leading to potential feelings of isolation or anxiety.



Source: <http://www.herneconsultants.com/cultureshock.htm>

There is no single uniform experience of culture shock and it may occur differently, or not at all for individual travelers. Nevertheless, common patterns exist such as:

Self-Care Options and Resources

To reduce the impact of culture shock, there are a variety of things travelers can do before and after departure to acclimate more smoothly:

- Try to prepare mentally for relocation abroad and anticipate the cultural struggles that may arise.
- Become familiarized with the host country ahead of time by reading about the country's geography, culture, and history. Local and online bookstores have extensive collections of books for a wide range of countries. Travelers may also want to check the U-M libraries for books, periodicals, and newspapers. Doing an online search will result in a wealth of sites devoted to travel, as well as U.S. State Department bulletins about most countries. Past travelers cite *Lonely Planet* website, www.lonelyplanet.com/ and the *Let's Go!* website, www.letsgo.com/ as example resources.
- Speak with past program participants or travelers who have been to the same destination in order to learn more about the host country.
- Eat, sleep, and maintain a healthy lifestyle
- Seek out periods of relaxation and positive reflection
- Do not make hasty comparisons between the U.S. and the host site.
- Once there, get involved with local groups and make new friends. Isolation from the culture often prolongs the experience of alienation.
- Document thoughts in a journal, keep a blog, or send postcards and letters home to family and friends, and encourage them to write in return.
- View how other University of Michigan students managed culture shock by watching the Resiliency and Stress Management videos: <http://global.umich.edu/travel-resources/health-safety/>

Travelers should be aware that culture shock can be especially severe when they are also experiencing jet lag and it can exacerbate preexisting mental health conditions. Additionally, the stresses of culture shock can trigger the beginning of a mental health condition that the traveler was previously unaware of. Travelers experiencing recurring or new forms of mental health vulnerability should contact HTH to speak with a professional, or contact on-site staff, U-M program leaders, and/or other professional departments for support.

Helpful information for faculty and staff guiding a student or colleague in distress may be found here: <http://caps.umich.edu/faculty-staff>, <http://caps.umich.edu/article/helping-student-distress>, and <http://caps.umich.edu/article/concerns-about-students-writing>.

Additionally, travelers can contact U-M Counseling and Psychological Services (CAPS) (Eastern Standard Time) (International fees may apply for calls outside the U.S.):

Ann Arbor Campus:

Room 3100 Michigan Union
530 S. State Street
Ann Arbor, MI 48109
734-764-8312
tdsevig@umich.edu

Dearborn Campus:

2157 University Center
4901 Evergreen Road
Dearborn, MI 48129
313-593-5430
counseling@umd.umich.edu

Flint Campus:

264 University Center
Flint, MI 48502
810-762-3456

For a very useful general introduction to the notion of culture, cross-cultural differences, and cultural adjustment, visit the *What's Up With Culture* website:

<http://www2.pacific.edu/sis/culture/>

BASIC COMMUNICATION IN THE LOCAL LANGUAGE

Knowing the local language increases traveler independence and allows travelers to better avoid, control, and even respond to potentially dangerous situations. At the minimum, travelers should know survival language skills that allow them to navigate, ask for directions, order food that they are not allergic to, and to make sure their basic needs are met. Even if the dialogue is imperfect, locals appreciate attempts to communicate in their language. Being able to speak even a few phrases of the language will also reduce the negative effects of culture shock and allow travelers to acclimate better to their new surroundings.

The **University of Michigan Language Resource Center (LRC)** provides several language acquisition resources that are free for travelers, including language tutors, newspapers, television from around the world, and more. One such tool is Livemocha, an online resource that combines self-paced language lessons with a social networking platform to allow-real-world interaction with native speakers all over the world. It currently offers courses in 38 languages. Please visit the LRC at <http://www.umich.edu/~langres/Subscriptions.html>

To practice other languages, try reading host country reading materials in the U-M libraries or online and find a language partner here in Ann Arbor through the LRC site above. Additionally, the non-profit organization SCOLA- World TV & Foreign Newspapers rebroadcasts news and cultural TV programming from over 70 countries in 175 languages and dialects. SCOLA also provides an online library of newspapers, magazines, poetry, children's books and more. Please visit SCOLA at <http://www.scola.org/>.

Source: Adapted from Cornell Study Abroad Traveler Handbook Fall 2012

Other free language learning sites include:

- Babel: www.babbel.com
- English Computerized Learning, Inc.: www.elovivo.com
- Italki: www.italki.com
- Livemocha: www.livemocha.com

INTERCULTURAL COMMUNICATIONS

Travelers must be aware of local customs and traditions in their host country as well as in other countries they visit. Observe the customs of locals and do not assume that behavior acceptable in the U.S. will be permissible elsewhere. Hand signals and body gestures have different connotations in various parts of the world. Treatment of time, space, economic class, social status, and other rituals and conventions are often not universal.

Individuals from different cultures may observe the same event but interpret its content and significance in very distinct ways. It is important for travelers to understand this dynamic and respect the perspectives of others. Travelers should avoid making assumptions based on American practices and try as best as they can to “fit in” to their new culture. Misunderstandings are bound to happen no matter how prepared travelers might be. Travelers should take experiences in stride and then make adjustments in their future behavior. For example, when packing, travelers should be conscious of local interpretations of modesty. Shorts and sleeveless shirts may lead to unwanted attention in some locations or specific contexts.

For American citizens: One common stereotype is that Americans abroad assume the local population is able to easily converse in English. American travelers are fortunate that many people around the world are able to speak English as well as their national language. However, it is in a traveler’s best interest to make every effort to learn the language of his/her host country. (Of course, for many travelers, learning another language is the principal reason for going abroad.) This will be appreciated by the nationals and will also help travelers assimilate into the local culture.

An equally common stereotype is the **overuse of alcohol. While alcohol consumption is part of many cultures, in very few countries is it socially acceptable to be visibly intoxicated.** Alcoholic beverages are usually viewed as a pleasant accompaniment to a meal or an occasion for social rituals such as toasts. Loud, public displays of drunkenness are considered distasteful and a sign of immaturity. Women in particular should be careful about this because a woman visibly drunk in public may draw unwanted attention.

Please remember these are only basic guidelines and suggestions for etiquette and should be viewed as a point of departure for learning about cultural differences. Travelers are encouraged to do further research to educate themselves on the local customs and social norms of their host regions.

PERSONAL SAFETY EDUCATION WORKSHOPS

Before departure, travelers should take active steps to reduce the possibility that they will fall victim to crime or sexual assault while abroad.

The U-M Dean of Students' Office offers free personal safety education workshops that are open to travelers of all genders, identities, and physical abilities. At these sessions, travelers will learn and practice verbal and social skills for assertive communication as well as physical skills for setting boundaries with acquaintances, friends, family, and strangers. For more information on these free workshops, please visit the following website:

<http://studentlife.umich.edu/article/free-personal-safety-and-self-defense-workshops>

Traveling Logistics

FINANCES AND MONEY WHILE ON SITE

It is important that a traveler's supply of money be secure and accessible. The best methods for dealing with money will vary somewhat from place to place, so be sure to refer to your program-specific handbook, your faculty leader, and/or on-site staff for information on your particular location. However, the following general information should hold true for many abroad locations.

Budgeting

Many travelers ask how much "spending money" they will need for their time abroad. It is impossible to predict how much money each traveler will need since everyone's spending habits are different. In trying to estimate how much a traveler might need, travelers should think about how much money they spend on campus per semester. Then they should realize that certain incidental expenses (coffee or a soda in a cafe, a movie, cosmetics, data plans, etc.) might cost differently abroad. In addition, travelers may spend more on things such as phone calls to the U.S., postage, gifts and traveling (trains, taxis, etc.) than when in the U.S. Travelers may also be traveling much more during side-trips than they would at home and thus incur other expenses. Also take into consideration the American dollar's value in the foreign currency. Try to make an educated guess based on these factors and have a back-up plan to get more money in a hurry if needed. Some international programs will completely or partially cover living expenses. Be sure to factor in these supplemental funds when preparing your budget abroad.

Bringing and Exchanging Local Currency

It is best to ask a faculty leader, on-site staff (if applicable), and/or returnees from the host country for specifics on how much money to bring, how to carry it, and where to exchange currency. In general, the University of Michigan recommends that travelers have at least \$100 worth of the local currency with them before departing for their program. This local currency can be obtained through several means:

1. Foreign currency can be purchased at most banks in the U.S., but travelers should allow several days or even weeks for this transaction. National banks that have some on-hand currency are Chase Bank, Bank of America, and Comerica Bank. Travelers are encouraged to call in advance to ensure that the needed currency is on-hand.
2. Foreign currency can be purchased at a United States international airport. It's important to arrive to the airport early in order to exchange currency, as exchange offices may be located in different terminals.
3. Travelers may also check with their travel agent about purchasing foreign currency.

In general, it is wise to exchange money at banks rather than at hotels, restaurants, or retail shops where the exchange rates are unfavorable. Banks abroad typically afford the fairest exchange rates available, but travelers should expect to pay a commission every time they exchange currency. In some countries, the commission is based on a percentage of the amount you exchange, while in others there is a flat fee regardless of the transaction amount. Often ATM cards can be used to withdraw money and avoid a commission charge, although the bank sponsoring the card and/or the bank on site may charge a withdrawal fee. Current currency exchange rates can be found at: <http://www.oanda.com/currency/converter/>

Source: Adapted from Princeton University International Travel Handbook 2014-15

If it can be avoided, **do NOT arrive at the host country without any local currency**, unless otherwise directed. Some countries will charge an entry fee as soon as you arrive into the country and so it is best to have some local currency on hand. Keep in mind that offices for exchanging currency at airports or train stations are sometimes closed; when open, lines tend to be long and exchange rates unfavorable. Not every airport will have an ATM. Purchase of foreign currency in the U.S., will generally involve a transaction fee, as noted above.

Once travelers arrive at their destination, they should ask the program leader or on-site staff member for a reliable place to exchange money. Remember, changing money when the exchange rates are most favorable can save a few dollars.

To protect their money from loss or theft, travelers should:

- Avoid carrying more than a week's worth of money on their person at any given time.
- Carry money in several places, preferably concealed beneath their clothing in a money pouch.
- Use a credit card or bankcard when possible.
- Keep small denominations in a wallet and avoid flashing stacks of cash, a thick wallet, or large bills when paying for items. Replenish the wallet while not in the open to avoid attracting would-be-thieves.

Credit Cards and Cash (ATM) Cards

Travelers can use major debit and credit cards (MasterCard, Visa, and, to a lesser extent, American Express) and cash cards to extract cash from automated teller machines (ATM's) throughout the world. The two major networks, Cirrus and Plus, continue to add more countries to their member lists. If planning to use a credit or debit card while abroad, travelers should take the following steps before leaving the U.S.:

1. Be aware of fees their bank or credit card company will charge for international use. In the event that travelers are looking for a credit card to travel with, they will want to investigate which credit card best suits their needs. Forums travelers may want to view include:
 - Flyer Talk: <http://www.flyertalk.com/forum/credit-card-programs-partners-390/>
 - Credit Card Forum: <http://creditcardforum.com/content/best-cash-back-credit-cards-4/>
2. Inform their credit card company ahead of time that they will be abroad, since many companies now try to protect their customers from identity theft by refusing seemingly suspicious charges.
3. Ask their bank for a list of ATM locations for the countries they plan to visit.
4. Be sure to know their personal identification number (PIN) and request an international PIN, if necessary. Some ATMs outside the U.S. do not accept PINs that are longer than four digits or contain letters. If the PIN is longer than 4 digits or contains letters, travelers must request a shorter code from the bank that issued the card.
5. Ask their bank whether they need a smart chip card in the location of their host country, and obtain the appropriate card if necessary.

Even when travelers have taken all of the above precautions, they may find ATM machines where their card will not work. In addition, many ATMs are only serviceable during business hours--not 24 hours a day. ATM machines may also not be available in very remote locations. Therefore, travelers should not depend solely on ATM cards for cash.

Travelers' Checks

Another way to handle funds is to use travelers' checks that can be purchased at any bank, American Automobile Association (AAA), or American Express office in the United States. They can be exchanged for local currency at many banks throughout the world and at some hotels and restaurants. If lost or stolen, travelers' checks can be replaced. American Express offices do not charge commission fees (as many banks do) for changing their own travelers' checks. The drawback to using travelers' checks is that, in some countries, it may be challenging to find an exchange office that accepts them. Some countries recommend using travelers' checks **only as an emergency reserve**, in the event that their cash or credit card is lost or stolen.

Receiving Money from Home

In case of emergency, money can be wired to travelers, but this usually takes at least 5 days. Travelers can find out more about wiring money by calling Western Union at 1-800-325-4176, or the American Express Moneygram Info line at 1-800-543-4080. It is suggested that if an ATM is available, travelers ask their contact in the U.S., or elsewhere, to deposit money into their home bank account, and then use their ATM card to access the funds abroad.

TRAVEL ARRANGEMENTS

The U-M does not make travel arrangements. Generally, making travel arrangements is the responsibility of the traveler unless programs provide a group flight. Travelers are also responsible for extra costs associated with modifying travel plans if passports and visas are not secured in a timely manner.

There are numerous travel agencies that can assist in making travel arrangements. For travelers making their own arrangements, planning early usually affords the most savings. Comparison shopping is advised before purchasing airline tickets, as well as searching for discounted fare. Some major airlines offer "student airfares" to travelers currently registered at degree-granting universities, which are generally cheaper and more flexible than published fares offered to the general public. These tickets may permit one-way, or "open jaw," travel and stopovers, and allow travel for as long as a full year. However it is important to consider that although a one-way ticket from the U.S. may seem inexpensive, purchasing a one-way ticket for the return trip can be quite the opposite. Purchasing a roundtrip ticket is recommended, and is often required in order to obtain a visa.

Student airfares are available on major airlines only and can be found through student travel agencies such as:

- Traveler Universe: www.traveleruniverse.com
- Fellowship Travel International: www.fellowship.com
- STA Travel: www.statravel.com

Source: Adapted from the Ohio State University Study Abroad Handbook 2011-12 and Cornell's Study Abroad Traveler Handbook Fall 2012

Once arrangements have been made, travelers should leave a detailed flight itinerary with their families. Travelers should also plan to notify their families upon arrival at their host site. However, it is important to consider unexpected delays when traveling, such as delayed flights or lack of immediate Internet access in their host country. For this reason it is suggested that travelers refrain from promising contact at a certain time, and instead ensure their families that they will notify them of safe arrival as soon as possible. I

When traveling internationally, travelers should arrive at the airport at least two-and-a-half hours before departure. Travelers experiencing difficulty with their flight should contact their travel agent, airlines, and/or those associated with their travel if they are expected to arrive at their host site at a certain time.

FLIGHT, TRAVEL, AND PERSONAL PROPERTY INSURANCE

HTH Worldwide Health insurance is not a flight insurance or a travel insurance. It is recommended that travelers purchase flight insurance to at least partially protect from monetary loss in the event of flight interruption or cancellation, or loss of baggage or personal effects. Travelers can check if the credit card they used to purchase airline tickets offers flight insurance. Insurance agents or travel agents can also be contacted to discuss options for flight insurance or cancellation coverage.

Many, but not all, homeowner's insurance policies contain a clause extending coverage worldwide. Travelers should check with their insurance provider or the provider of their parent/legal guardian's insurance to see if their policy may apply while abroad. However it is important to note that even if a policy is extended worldwide, homeowners' or renters' insurance may not cover personal belongings while abroad, should a loss occur. In particular, items such as laptops and jewelry are typically not covered by homeowners' policies and will have to be covered by a separate personal article policy. Other types of insurance policies, such as travel insurance, provide extra coverage for computer equipment.

Travelers who need to purchase additional travel insurance can contact a STA office to see if their insurance policy is suitable: <http://www.statravel.com/call-us.htm>. This type of policy must be purchased before you depart the U.S.

Please remember that travel insurance is NOT the same as the REQUIRED HTH insurance that is mandatory for anyone traveling abroad on University business.

Source: Adapted from Princeton University's International Travel Handbook 2014-15 and the University of Minnesota Duluth Study Abroad Handbook

Normally a copy of the police reports filed at the time of loss or theft will be required by the insurer before any claim will be considered. Theft or property loss from negligence is not an altogether uncommon occurrence for the inexperienced traveler, and travelers would be well advised to take some preventive measures.

The University of Michigan is not liable for lost or stolen property, and advises travelers to keep valuable and irreplaceable items at home.

LUGGAGE AND SHIPPING

The University of Michigan recommends that travelers take only as much luggage as they are physically capable of carrying, and that all items meet airline requirements. It is important to remember that travelers may need to take public transportation, walk several blocks, or up several flights of stairs with their luggage throughout their time abroad, so it is advised to bring only as much as can be carried comfortably.

Travelers are also advised to hold on to their luggage barcode stickers received during flight check-in. In the case that luggage is lost, having these barcodes should expedite the process of recovering the traveler's luggage.

It is a traveler's responsibility to verify luggage allowances with the airline they use. Most airlines have very strict restrictions on how many pieces of luggage and carry-on baggage travelers can bring. There are typically **weight and size restrictions** for both checked luggage and carry-on items. Separate and independent fines may be applied to each piece of luggage that is oversized, overweight, or both, that in total can amount to hundreds of dollars. Travelers making connecting flights outside the U.S. should also check with those airlines, as their restrictions may vary from large international airlines.

Shipping: Shipping luggage can be very expensive to do from the U.S, it may be twice as expensive to ship goods home. Travelers will often be charged a duty fee to receive items such as used clothing upon arrival at the host country, as well as upon reception back home, adding to the cost.

Source: Adapted from Cornell's Study Abroad Traveler Handbook Fall 2012.

When returning to the U.S., travelers may need to ship excess items via air, sea, or land. While it may be cheaper to ship packages via sea or land, please note that this method can take up to three months to receive

Source: Adapted from the University of Denver Study Abroad Handbook.

PACKING TIPS – CHECKED LUGGAGE

These are *suggestions* of things travelers might need overseas:

- Take only the essentials, and take clothes that can be easily washed and dried. Most households abroad line-dry clothes and do not have dryers.
- Split items evenly between 2 bags in case one is lost, i.e. ½ of the pants in each bag, ½ of shirts, etc.
- Be careful not to pack too much. A good rule of thumb is for travelers to pack what they can carry four city blocks. Many past travelers report that they packed more than they needed. Travelers will be able to purchase many items overseas, such as toiletries, but be aware that they may be more expensive, of different quality, or inconveniently sized.
- Do not bring expensive jewelry, watches, electronics or other accessories, since travelers are especially vulnerable to theft while traveling. As a general rule, the U-M suggests that travelers do not bring anything with them that they could not bear to lose, whether its value is monetary or purely sentimental.

As mentioned repeatedly in this handbook, the University of Michigan is not responsible for theft of or damage to personal property of travelers abroad. Please consider purchasing an insurance policy for a loss or theft while abroad before you leave the U.S.

Tip: Lay out everything that will go in the checked luggage and take a picture. If the luggage is lost, this picture can help the traveler to file a claim to replace lost items.

Clothing Basics

Deterring theft or violent crimes begins with packing appropriately. Don't bring clothing, electronics, and jewelry that will attract attention and increase the likelihood of becoming a target.

Check the local climate and weather for the country and city where travelers will be studying. Plan accordingly for different seasons and for limited storage space. Talk with returned travelers to learn about local customs of dress, and what travelers normally wear day-to-day and for special occasions.

Also, travelers should consider their intended activities (working an internship, conducting field research, sightseeing, hiking, attending field trips, participating in social or cultural events, exercising, attending religious services, local transportation, etc.) and bring appropriate attire. It is often advantageous to have at least one semiformal outfit (jacket & tie or dress)

Source: Adapted from Cornell's Study Abroad Traveler Handbook Fall 2012.

Electrical Appliances

Electric currents are different from country to country, so travelers must verify the voltage and frequency used in the destination country before traveling, preferably before packing. The U.S. uses 100-127 at 60 Hertz (Hz), but many other countries use 220-240 at 50 Hz. To use electrical appliances such as a curling iron, hair dryer, radio, etc., a voltage converter and a set of adapter plugs will be necessary. Some items such as laptops may be able to automatically convert the voltage and frequency with adaptors replaced. Check the owner's manual or the device specification label for conversion information. Converters and adapters can be purchased at many electronic stores or at specialized travel shops in the U.S. These converters should be purchased prior to leaving the U.S., they may not be available in other countries. However, travelers may find it easier to buy small electrical appliances once they have arrived in their host country in lieu of bringing their own.

Source: Adapted from the University of Minnesota Duluth Study Abroad Handbook and the University of Wisconsin Study Abroad Handbook

PACKING TIPS - CARRY-ON LUGGAGE

Travelers should keep the following items on their person:

- Credit cards
- Boarding pass
- U-M Emergency Contact Card
- HTH Insurance card
- Traveler ID
- Passport and immigration documents (if applicable)
- Vaccination card
- Program itinerary
- Cash (carry in money pouch)
- Other irreplaceable documents that are reasonable to keep on person.

Plan to have enough funds to cover meals not included in your travel arrangements, for personal spending, and for additional travel if needed. Some travelers advocate bringing about 100 USD worth of the local currency to the airport. Research how much money to bring and the best way to carry and obtain money in your location. See the Money sections for details.

Below is a suggested packing list for a traveler's carry-on luggage. Check what you are allowed to bring on the flight on the TSA website:

<http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>.

Travelers should NEVER pack their passport or any other important documents in their checked-in luggage or in carry-on luggage. Passports (including visa page), ATM and credit

cards, and money should never leave the traveler's body and should be carried in a protective pouch or money belt.

Please remember that TSA has strict regulations regarding liquids. With certain exceptions for prescribed medications, all liquids, gels, or aerosols must be in bottles no larger than 3 oz. The bottles must be in a clear, quart-sized, zip-top plastic bag.

Source: Adapted from the University of Denver Study Abroad Handbook.

Items travelers may want to Include in Carry – On Luggage

- ☐ Any handbooks or other program materials if applicable
- ☐ **Important Documents such as the traveler's passport**
- ☐ First aid supplies, contraceptives/condoms, over-the-counter remedies, glasses/contacts, medications, and prescriptions (see Medications section for detailed info on how to travel with medication and prescriptions)
- ☐ Flight itineraries and information about local ground transportation arrangements; how to get to meeting points, if applicable
- ☐ Contact information for U-M program leaders and/or on-site staff, local housing and program center/s, medical facilities, guides, and people you intend to visit, if applicable
- ☐ City map (with housing and meeting points clearly marked), guidebooks, if applicable
- ☐ Cell phone and coverage information
- ☐ Camera / mp3 player / computer / electronics / batteries / memory cards (these can be expensive abroad)
- ☐ 1 – 2 changes of clothes
- ☐ Necessary but fragile and/or irreplaceable items

Items to leave at home:

- ☐ Valuable or expensive looking jewelry
- ☐ Non-essential irreplaceable or fragile objects
- ☐ All unnecessary credit cards, membership cards, IDs, etc.
- ☐ Additional copies of the itinerary and documents (to be left with guardians)

Ideas to leave at home:

- ☐ Preconceived notions of cultural norms, correct and incorrect behavior, and appropriate standards of living.
- ☐ Inadaptability and intolerance to new experiences

Travelers should also give parents/guardians information about housing arrangements, itinerary, communication plan, and an emergency on-site number (if possible). Travelers should leave a photocopy of their front passport page, visa, birth certificate, any credit card information, travel itinerary, contact information, and medications with guardians or a reliable and trustworthy person in the U.S. Travelers should also carry either a hard-copy or an electronic copy of these documents, in addition to a picture ID, two official passport photos,

and proof of citizenship in order to replace a lost or stolen passport while abroad.

CUSTOMS AND IMMIGRATION

For international flights, travelers will have to show a valid passport to airline officials before they board the airplane to depart. Once travelers arrive in the foreign country, they will have to pass through immigration for a passport check, and through customs for examination of their luggage. Travelers will be required to provide a customs officer with a valid passport and disclose their purpose for travel. There may be additional customs procedures as well, such as providing proof of a return flight, proof of valid insurance, etc. Be courteous, cooperative and to-the-point when speaking with customs officers, and be aware that all bags can and may be searched. When travelers return to the U.S., they will need all luggage with them in order to go through U.S. Customs, where they will once again have to show their valid passport, and explain where they have traveled and why.

At this time, travelers will have to declare all articles they have purchased while abroad to Customs officials. This includes gifts you received or that you purchased for someone else, personal purchases, goods you intend to sell, and purchases made in duty-free shops. It is the traveler's responsibility to know how much they can bring back to the U.S. without being taxed. Travelers are also responsible for knowing which items are and are not permitted to enter the United States from their destination. Therefore, it is advised that travelers **keep an inventory of all items purchased, their individual costs, and the total amount of money spent throughout their travels**. The U.S. Customs and Border Protection website provides information on prohibited or restricted items: <http://www.cbp.gov/travel/international-visitors/know-before-you-go>

Source: Adapted from Princeton University's International Travel Handbook 2014-15

JET LAG

Expect to experience some form of jet lag when traveling through time zones. Fatigue, indigestion, and sleeping difficulties are common problems that travelers may experience during the first few days after arrival at their destination. In order to minimize the effects of jet lag, travelers should:

- Get enough sleep the week before their trip and try to sleep while on the flight
- Reset their watch at the beginning of the flight to the local time of their destination. This will help in adjusting to the new time zone
- Stay well hydrated during the flight. Airline cabins are very dry, so travelers should drink lots of liquids like water, juice, or decaffeinated soft drinks throughout the flight. However, alcohol and caffeine both cause dehydration and should be avoided.
- Take frequent breaks throughout the flight by getting up and walking around the cabin, or by doing stretching exercises in their seat. Activity will help the body's circulation and prevent sluggishness after the flight.

- Upon arrival, the traveler should immediately try to adjust to the new time zone by staying as active as they would normally be at that time of day. Travelers should adjust meal times and their sleep schedule to the local time as soon as they arrive in country.
- Be aware that sluggishness, drowsiness, and reduced performance may be experienced for a few days after arrival.

Source: Adapted from the Ohio State University Study Abroad Handbook 2011-12.

Please view the HTH Worldwide health and safety video about jet lag for additional travel tips:
<http://www.youtube.com/watch?v=9VvFRcmVJk0&feature=relmfu>

TRANSPORTATION FROM AIRPORT TO MAIN SITE

Some programs or projects do provide transportation from the airport to the main site. However, travelers should learn beforehand if they will need to take a bus, train, or cab from the airport and have an idea of how much it will cost. Travelers should also be sure to have the address where they will be going written down, arrive at a time when public transportation is available, and have some of the host country's currency for unexpected situations.

RAIL PASSES

Many travelers take advantage of the opportunity to travel during free time, free weekends, before arrival, or after their experience has ended. If travelers wish to do so, the following information on rail passes, traveler ID cards, and hostels may make their travel easier and less expensive.

When traveling to places like Europe or East Asia, for example, the use of trains is an economical and practical means of travel between or within countries. Travelers may want to consider buying a discount train pass, known as a Eurail Pass (Europe-specific). Eurail passes must be validated within three months of purchase. To do so, travelers must present the pass and their passport at the ticket window of any train station before boarding the first train. Eurail passes must be purchased before travelers leave the U.S.

Information on global rail passes can be found on the following homepages:

- Rail Europe: <http://raileurope.com>
- China rail: <http://www.seat61.com/China.htm#.UJPbP1I8B8E> and <http://www.cnvol.com/>
- STA Travel: <http://statravel.com>

If travelers are not sure whether they will want or need to purchase a rail pass, they may wish to contact returning travelers from the host country for advice.

AFFORDABLE ACCOMMODATION

Home Stays

Travelers can choose to stay with host families through a variety of home stay services. One such option is SERVAS: www.usservas.org, which is an international association whose members open their homes to travelers for two nights. When accepted as a member, the annual fee is \$25 for travelers. This option affords a great opportunity for travelers to experience everyday life in the area.

Air BnB: Air BnB is becoming a popular choice for travelers, but please be aware that the University of Michigan does not recommend using Air BnB. If you still choose to use Air BnB, be sure that the accommodations have positive reviews, are in safe neighborhoods, and that your room on-site has a lock on the door and secure.

B&B and Small Hotels

Bed & breakfasts, pensions, and small hotels are usually affordable and provide a window into the local culture. Travelers may have opportunities to interact with the proprietors and learn about the area over breakfast or when they check in. It is recommended that travelers ask to see a room before they agree to stay the night.

Youth Hostels

Hostels provide decent accommodations at a reasonable rate, are usually centrally located, may be equipped with kitchens for traveler use, and provide guests the opportunity to meet other travelers from around the world. Facilities vary in quality, cleanliness, and service. Some have dormitory style rooms with bunk beds while others have single, double, or triple rooms. Travelers are often housed in hostels with people they don't know, so they must make sure their belongings are secure. Wearing flip-flops or shower shoes is often recommended for shower use in these environments. Travelers should be sure to check if the hostel has a curfew to avoid being locked out for the night if they come back too late. For hostel reviews, check out the following:

- Hostelz: www.hostelz.com
- Eurotrip: <http://www.eurotrip.com/>
- Hostel World: www.hostelworld.com

Source: Adapted from Cornell's Study Abroad Traveler Handbook Fall 2012

Safety Suggestions

Travelers should:

- Always keep their door locked and meet visitors in a common space.
- Choose accommodations that are in safe neighborhoods.
- Rely on local advice for safe, reputable accommodations if possible.
- Check online reviews before booking accommodations.
- Look for security features at your accommodations, including a central check-in station, such as a front desk, a perimeter wall, windows that cannot be accessed from outside, locks on the doors, and security cameras.
- Look for accommodations that have a safe in the room to store money, valuables, and important documents.
- Do not leave money and other valuables left out in their room while they are gone. Travelers should keep them in secure locations or on their person.
- Do not show valuables outside of your accommodations, such as a laptop or smart phone.
- Do not enter your room when someone is behind.
- Complete a thorough inspection of their room before they confirm their stay, including a check for bed bugs, locks on the doors, security of windows, etc.
- Tell someone when s/he expects to return if they are out or temporarily leave town
- Not get into an elevator if s/he is alone and there is a suspicious-behaving person inside.
- Know how to report a fire. Also travelers should familiarize themselves with the nearest fire exits and alternate exits.

HOSTEL CARD

Many travelers elect to stay in hostels as their primary means of lodging. If travelers will be doing a considerable amount of traveling and/or know they will be staying in hostels, they should consider joining The International Youth Hostel Federation. This membership provides discounted rates at hostels in many different countries. Travelers will also receive discounts on airfares, train fares, museums, etc. For more information, travelers should consult the Hostelling International website at: <https://www.hihostels.com/>

U-M TRAVELER ID AND THE INTERNATIONAL TRAVELER IDENTITY CARD

The U-M ID card may or may not be accepted as proof of identification or student status in other countries. It is good for travelers to have other forms of identification on their person, such as a copy of their driver's license. Nevertheless, sometimes there are student discounts, particularly on guided tours, and it may prove helpful for a student traveler to keep their U-M ID with them. The International Student Identity Card (ISIC) is an alternative student ID. It is recognized in many countries as proof of student status, though travelers should be aware that some places

that have student discounts will not recognize the ISIC card. Travelers should check in advance to see if the ISIC is accepted at their travel destinations. ISIC cards are available for purchase from many travel agencies to any student in a degree-seeking program during the current academic school year. When travelers purchase an ISIC, they must provide a clear photo (such as a passport photo) and proof of current student enrollment. Further information on the benefits of an ISIC card and how to apply can be found at ISIC's website at: <http://www.isic.org/>

Students at the University of Michigan-Flint can apply for an ISIC card at the International Center at 219 University Center.

If travelers do not have a driver's license or a U-M ID and need a form of identification beyond their passport, the Secretary of State's office can provide U.S. citizens with a state-approved ID card. Travelers should allow extra time to receive for their ID card to be processed. More information can be found at the Secretary of State's website: http://www.michigan.gov/sos/0,4670,7-127-1627_8668---,00.html

Life Abroad

COMMUNICATING WHILE ABROAD

Communicating from Overseas

1. Get a cell phone

Travelers may rent or purchase a cell phone in the host country to be used for the duration of stay, they may use a local SIM card with an un-locked U.S. cell phone, or they may use a U.S. cell phone with international coverage. Rates vary by country and service provider. Travelers can research cell phone options and rates from their cell phone service providers.

2. Use Apps

Many travelers use apps to communicate with family and friends back home. Common apps include WhatsApp, Line, Viber, Facebook, WeChat, and more.

3. Call from a computer

There are several programs available for download such as **Skype** (www.skype.com/) and **Google+ Hangouts** (<http://www.google.com/hangouts/>) that allow users to make voice or video calls for free to other users through the computer. If travelers plan to Skype or use Google+ Hangouts chat/ calling with parents or friends, they may want to confirm that parents or friends have set up an account and know how to use it prior to departure. It is also possible to make calls to landlines and cell phones from the account at a discounted rate.

4. Use an international calling card from a U.S. phone service company (e.g. Verizon, AT&T, T-Mobile, Sprint)

While not always the most convenient or inexpensive option, travelers who wish to use an international calling card should shop around to see which U.S. phone company provides the best rates for calls to the U.S. from overseas. The phone company will provide travelers with an international calling card, billing instructions, and a list of country toll-free numbers for the particular phone service. Travelers should be sure to obtain the toll-free numbers for all of the countries they plan to visit before leaving the U.S.

5. Have family or friends call you overseas using a U.S. calling plan

Typically, phone rates for calls originating overseas are usually more expensive than the cost of overseas calls originating in the U.S. Many U.S. long distance providers now have discounted or special international calling card rates for calls originating from the U.S. So, if the traveler has access to a phone where s/he can receive incoming calls, it may be cheaper to have people call them directly.

Source: Adapted from Ohio State University's Study Abroad Handbook 2011-12

Email Communication

Internet access is fairly convenient around the world. In addition, Internet can be accessed for a fee at many local Internet cafés. Travelers associated with the U-M are encouraged to check their U-M email accounts on a regular basis, if possible, and to keep their accounts clear of unnecessary email. Correspondence between travelers and the University/associated departments is often conducted via U-M email while travelers are abroad. U-M email accounts can be accessed through web mail at email.umich.edu. University of Michigan-Flint students can access their email account at email.umflint.edu.

Source: Adapted from Ohio State University's Study Abroad Handbook 2011-2012

Blogging

Maintaining a blog while abroad is a great way for travelers to record and share their experiences, videos, and photos with others. Instead of sending emails to each friend and family member, blogging allows travelers to post an entry for all to view at their leisure.

Source: Adapted from the University of Denver's Study Abroad Handbook

TIME ZONES

Please take into account any differences in time zones when contacting friends, family or the U-M in the U.S. Likewise, be sure to let people from home know the best times to be reached while abroad, especially if staying with a host family.

Source: Adapted from the University of Denver's Study Abroad Handbook

TRAVELER CONDUCT

Members of the U-M academic community hold important rights and responsibilities, which are outlined in the Statement of Student Rights and Responsibilities, the U-M Standard Practice Guide, and the Faculty Handbook. These documents apply not only to on-campus conduct but also to off-campus conduct:

- The U-M Statement of Student Rights and Responsibilities: <http://oscr.umich.edu/statement/>
- The UM-Flint Statement of Student Rights and Responsibilities: <http://www.umflint.edu/dsa/students-rights-responsibilities-and-policies>.
- The U-M Standard Practice Guide: <http://spg.umich.edu/>
- The Faculty Handbook website: <http://www.provost.umich.edu/faculty/handbook/>

These materials identify prohibited types of conduct that may subject a traveler to university discipline. These include, but are not limited to, academic or research misconduct, endangering the health or safety of any person, sexual misconduct, and destruction of property.

Inappropriate behavior abroad that is a violation of these standards of conduct can result in dismissal from a program abroad and/or other repercussions.

ALCOHOL AND SUBSTANCE ABUSE POLICY

The University of Michigan has a long-standing concern about the harmful effects of alcohol abuse and use of illicit drugs, and this concern carries over to all study abroad programs. Travelers should be aware of the local laws of the host country as well as the University-wide drug and alcohol policy: <http://spg.umich.edu/policy/601.29>. The University-wide drug and alcohol policy stresses health risks associated with drug and alcohol abuse, counseling and treatment programs available, and sanctions to be imposed by U-M depending on the severity of the violation. Travelers should be aware that U-M counseling and treatment services will not likely be accessible at the field site. In addition, drug- or alcohol-related accidents, under certain policies and terms, may not qualify for health insurance benefits.

Travelers should ask on-site staff and/or their program leader of the alcohol policy on the host premises and the drinking laws in the host country. As well, travelers should familiarize themselves with the consequences of violating these policies/laws.

Travelers who are inebriated or intoxicated to the point that their behavior threatens the safety or well-being of themselves or others, is disruptive to the program, causes damage to the reputation of the University of Michigan or threatens the University's relationship with any of their partners, are subject to disciplinary action by the University, independently of any actions that might be taken by others.

Illegal drug use and possession are serious crimes. It is essential to remember that once travelers leave the United States, U.S. laws and constitutional rights **do not** protect travelers in the same way they would in the United States. Travelers must comply with laws of the host country and host university (for example, regarding age limits, driving, blood alcohol content levels, etc.). The U.S. consular officers abroad can only intercede with local authorities to ensure treatment consistent with internationally recognized standards of human rights and to ensure that Americans are afforded due process under local laws. Officers cannot demand a traveler's release. There is very little anyone can do to help if travelers are caught with drugs while abroad, and fines, imprisonment, and other penalties may be extremely harsh. Illegal drug use and possession are serious crimes. The State Department's "**Special Warning About Drug Offenses Abroad**" travel.state.gov/travel/tips/tips_1232.html#drug_offenses contains valuable information that all travelers should read and retain.

PERSONAL AND SOCIAL CONSIDERATIONS WHILE ABROAD

Although media and other sources can provide portrayals of other cultures, living in a new culture and adjusting to its customs is a unique and oftentimes challenging experience. Some cultural differences may be clearly observable (e.g. language, religion, attire, etc.). Others, however, are often subtle and difficult to detect.

The first step for a traveler to learn more about the host culture is to research it prior to their departure. This may include reaching out to natives or returning travelers from that country to solicit information about local social customs. Once in the host nation, the second step is for the traveler to spend ample time observing their surroundings, listening, and taking notes on how locals interact with each other. Third, is to politely inquire information from local residents that the traveler is comfortable with and/or knows well. Expect differences in people and customs while abroad, and appreciate these differences once realized. Be flexible and receptive in response, and expect to make mistakes. An open mind, flexibility, sense of humor, and patience will serve travelers well in adjusting to their new environment.

Source: Adapted from Princeton University's International Travel Handbook 2014-15.

Here are some helpful tips to cope with cultural adjustment:

- Continue practicing the local language. Most people will appreciate a foreign traveler's efforts to communicate in their language.
- Keep busy by getting involved in local activities or organizations in the host community.

- Plan a daily activity that involves interacting with locals, such as going out for coffee with a native resident.
- Remember that the process of cultural adjustment is different for everyone, and that other travelers may not experience the same challenges or feelings. Refrain from commiserating with others who are experiencing cultural adjustment challenges since negativity can amplify.
- Avoid being judgmental and making comparisons between the host country and the U.S. Try to understand what needs the host culture is meeting by their different ways of doing things.
- Remember the things to be gained by traveling abroad.
- Instead of focusing on the negative, travelers should look for the humor in difficult situations. Things that go wrong often make the best stories upon return.
- Do not be offended by certain aspects of the host culture (that do not compromise health and safety) that would seem impolite in the U.S. Rather, try to conceptualize the various reasons for cultural differences and norms.

Source: Adapted from the University of Wisconsin Study Abroad Handbook

BEING AN AMERICAN ABROAD AND CULTURAL STEREOTYPES

People in the host country may have views and opinions about Americans based on previous interactions, international news coverage, TV, movies, etc. The following are some characteristics frequently attributed to Americans:

1. Friendly
2. Informal
3. Loud
4. Hardworking
5. War-mongering
6. Wasteful
7. Promiscuous
8. Always in a hurry
9. Wealthy
10. Ignorant of international affairs

Assuming that all people from a particular culture have certain attributes is an example of cultural stereotyping, which may allocate both positive and negative attributes. While each of these characteristics may be true of some individuals from the U.S., it cannot be generalized that every American holds these attributes. In addition, travelers may encounter individuals in their host country who are extremely critical of U.S. foreign policy. This is an opportunity for travelers to explore stereotypes that others hold about Americans as well as examine their own stereotypes about other cultures.

Travelers are encouraged to take the following steps when faced with misperceptions about Americans:

1. Talk to people and listen to their perspectives.

Many may not have had personal experiences with Americans, so interpret their position as a unique opportunity to dispel negative stereotypes. Keep an open mind when confronted with negative perspectives and try to discover why the individuals feel the way they do. Although travelers are certainly entitled to defend the U.S. as their home country, they shouldn't do so blindly.

2. Distinguish between constructive and obstructive criticism.

Although it is easy to be offended by criticisms, remember that most people do differentiate between the government and the people of a country.

3. Demonstrate consideration for local customs.

Observe local manners of dress and avoid clothing that is offensive.

4. Learn and actively speak the language.

Even if at a beginner level, people will appreciate efforts to speak their language.

5. Learn about the host country.

Get informed before arrival, and keep up with local events while abroad.

6. Be polite and flexible.

Try to remain calm when encountering difficulties or when things don't go as expected.

Source: Adapted from the University of Denver Study Abroad Handbook and Glimpse Abroad "Guide to American Identity Abroad."

RACIAL AND ETHNIC IDENTITY ABROAD

Attitudes toward race differ widely around the world, and reactions to racial differences lie on a spectrum ranging from tolerance to discrimination to overt racism. Individuals traveling to countries in which the racial composition is different from their own country may find it challenging to understand the new dynamic. Moreover, stereotypes of certain racial or ethnic groups may exist in the host country and could affect a wide range of travelers. Before going abroad, it may be beneficial to research racial or ethnic dynamics in the host country. Travelers who are minorities in their host country may face special challenges that other travelers do not

have to confront. These travelers may experience racial bias, prejudice, and discrimination that others may not face because they do not belong to a visible ethnic or racial minority.

For some, traveling abroad may be their first opportunity to confront their own feelings towards racial and ethnic differences. It can also be the first time that they realize that others perceive them to be racially different. Stereotypes about race exist in all cultures and sometimes can lead to prejudice, discrimination, or harassment. Travelers may find, however, that confronting and coping with these issues abroad is not necessarily an entirely negative experience; in fact, it presents a unique learning opportunity that may serve them well in the future. Ultimately, it is important for each traveler to gauge how and when to address or confront discriminatory behaviors.

For other travelers, this will be the first time they experience their ethnicity and/or race as part of the majority. (For example, when a Chinese American individual travels abroad to China), These travelers may also experience new understandings or associations of identity.

Source: Adapted from Ohio State University's Study Abroad Handbook 2011-12

The University of Michigan promotes travel in countries where social conditions differ from those at home, but not because it necessarily admires or endorses those conditions. Rather, the university sees profound and lasting educational value in exposing travelers to cross-cultural differences, even those they may find offensive (assuming, of course, that traveler safety is not compromised).

A sense of “otherness” or “othering” is a significant experience, which at times may cause frustration or isolation. Additionally, being exposed to another perspective can be enlightening for a traveler. Encounter with cultural “otherness,” particularly when personally placed in the position of the “other,” affords travelers an opportunity to deepen their understanding of human limits and possibilities, and to discover what they have taken for granted about themselves as individuals, and as a society. The process ultimately contributes to better social analysis and problem solving. Individuals who witness racism or other forms of discrimination in another cultural context, for instance, learn how others make sense of and deal with the condition. Such newly acquired knowledge may have useful applications back in the U.S. because it enhances self-awareness and undermines prejudice. The process also fosters personal growth. Travelers often develop a greater sense of tolerance and compassion, and adopt a more sophisticated approach to identity issues in general.

Coping Skills

In order to reduce anxiety and apprehension, travelers are encouraged to do some research on where they will be living so that they are prepared for what lies ahead. To prepare, travelers are encouraged to speak with other travelers of similar racial or ethnic backgrounds who have lived abroad to learn about their experiences. The International Center has a flyer entitled “Americans of Color Abroad” which may also be helpful:

<http://www.internationalcenter.umich.edu/swt/diversity/americans-of-color.html>.

The following are some helpful skills for travelers to consider while abroad:

- Be prepared that acts of prejudice and racism may happen. It can show up in multiple ways, contexts, and settings.
- Create and find support systems to be able to talk through feelings and explore ways to navigate difficult settings.
- Make healthy personal choices. If a traveler is in a safe place to educate others, then they may choose to take advantage of the opportunity. If a situation is overwhelming, travelers should know that they are not required to speak on behalf of their identity group.

If travelers do experience an incident abroad and wish to address the issue, they should contact the University of Michigan or on-site staff member. Travelers should not be afraid to ask for help and reach out for support.

GENDER

Gender identity and gender socialization in the U.S. are unique and may differ from other countries around the world. Thus, it is important that travelers research the host culture's gender roles and assumptions before going abroad. While American women are often viewed as independent and may go where men go and do what men do, unfortunately, these beliefs may not be observed in other countries. In order to stay safe and enjoy their time abroad, women in particular must educate themselves on the unwritten (and sometimes written) gender rules of the host culture to which they will travel. Please be aware that women's behavior may have different meanings in the host country than in the U.S. Making eye contact with or smiling at a stranger in the street may be interpreted as an "invitation" abroad, though it may be completely acceptable and innocuous behavior in the U.S. Additionally, in certain areas of the world (e.g. Latin America, parts of Europe, the Middle East and Africa), men may openly and publicly express their appraisal of women in ways that are offensive by U.S. standards. Though difficult, it is important to ignore the behavior and conduct oneself in a manner in which the attention is not further encouraged.

It is equally important that all travelers—men and women alike—understand that relationships between sexes may differ significantly from what is customary in the U.S. In particular, sexual behavior can vary dramatically across countries and cultures and may lead to challenges if not fully understood. Travelers are encouraged to take the time to talk to investigate gender norms and sexual behavior in the host culture prior to departure.

Source: Adapted from Ohio State University's Study Abroad Handbook 2011-12

LESBIAN, GAY, BISEXUAL, TRANSGENDER, TWO-SPIRITED, QUEER OR QUESTIONING (LGBTQ) TRAVELERS

Having a gender identity or sexual orientation that is different from social expectations can be challenging, even in a culture that is familiar. When a traveler ventures out into the world, they carry their identity with them whether it is or isn't readily apparent to those around them. Going abroad can be a time when a traveler might need to make decisions about how and when to express their LGBTQ identity. If s/he currently enjoys a community of supportive friends and/or family, contact with them may be limited while abroad. It is therefore helpful to think about what kind of support may be available to the traveler in the new environment.

Being abroad will offer opportunities to think about identity in a whole new cultural context, which can be a rewarding learning experience. Concepts of identity and the way LGBTQ individuals are perceived vary from country to country, and even from region to region within some countries. U.S. travelers abroad may find themselves visiting places that are more affirming of LGBTQ identity than the United States, and this difference may be reflected in national laws that extend equal access and protection. Other countries may have laws that criminalize same-sex behavior and/or relationships with an accompanying social hostility towards any public expression of LGBTQ identity.

It can be helpful to consider different sources when gathering information to assess the relative standing of LGBTQ individuals in other countries. It is also helpful to think carefully about goals for study abroad. How important is it to be in a location that is relatively inclusive of LGBTQ individuals? What if academic goals lead to a place that does not fit this ideal? Some LGBTQ travelers may find that the perfect program is in a location that is less-than-affirming. A great deal can be learned from this type of experience as long as safety is taken into account.

Source: Adapted from the University of Iowa International Programs website, 2014

Concerns about traveler sexual orientation or gender identity should not be a barrier to international experiences. Staff at U-M can assist travelers in addressing their concerns and point travelers in the direction of resources in the host country, as well as at U-M.

Each of the University of Michigan campuses has LGBTQ resources to support travelers, and can be reached at:

Ann Arbor Campus:

U-M Spectrum Center

3200 Michigan Union

734-763-4186

<http://spectrumcenter.umich.edu/>

Dearborn Campus:

LGBTQA

2122 University Center
313-593-5390

Flint Campus:

Ellen Bommarito LGBT Center

213 University Center
303 E. Kearsley Street
810-766-6606

U-M also has information at: <http://internationalspectrum.umich.edu>. It is strongly recommended that travelers familiarize themselves with this website.

LGBTQ Legal Issues: It is important for travelers to familiarize themselves with the laws of the host country. In some countries where gender non-conforming or LGBTQ can be a basis for persecution under the law, personal safety considerations may require travelers to be less “out.” When looking for information, try to determine the following criteria:

- The local laws pertaining to same-sex sexual behavior
- Traveling with print or other materials on sexual orientation, gender identity, etc.
- The age of consent for sexual behavior (age of consent for same-sex behavior can be different from age of consent for opposite-sex sexual behavior)
- Restrictions on freedom of expression or association for LGBTQ travelers
- Local and national anti-discrimination laws

Source: Adapted from Kalamazoo College’s Study Abroad Handbook 2014-15 and the University of Iowa International Programs website, 2014

The following are LGBTQ online resources:

- University of Iowa International Programs: <http://international.uiowa.edu/study-abroad/first-steps/identity/lgbt>
- New York University (NYU) LGBT guide: <http://nyutravellerguideigbt.wordpress.com/>
- University of South Florida LGBT Traveler Guide: http://educationabroad.global.usf.edu/_customtags/ct_FileRetrieve.cfm?File_ID=51978
- Michigan State Study Abroad for Gay, Lesbian, Bisexual, & Transgender (GLBT) Travelers: <http://studyabroad.isp.msu.edu/forms/glbt.html>
- International Gay & Lesbian Human Rights Commission: <http://iglhrc.org/content/information-country>
- U.S. State Department LGBT Travel Information: <http://travel.state.gov/content/passports/english/go/lgbt.html>
- International Lesbian, Gay, Bisexual, Transgender & Intersex Association (ILGA): <http://ilga.org/>
- NAFSA Association of International Educators Rainbow Special Interest

Group: <http://www.rainbowsig.org/>

- National Center for Transgender Equality: <http://transequality.org/Issues/travel.html>
- Lonely Planet Thorn Tree Forum: <https://www.lonelyplanet.com/thorntree>
- Global Gay Guide Network: <http://gayguide.net/index.html>
- National Center for Transgender Equality: <http://transequality.org/Issues/travel.html>
- Lonely Planet Thorn Tree Forum: <https://www.lonelyplanet.com/thorntree>

Health and Safety Abroad

U-M SAFETY PRACTICES

Health and Safety risks are a real concern for travelers going abroad where they are immersed in an unfamiliar culture, are away from their everyday social, financial, and health support systems, and where their awareness of possible risks may not be as keen as in their home country. U-M acknowledges these health and safety challenges and has built policies and procedures to mitigate risks, help prepare travelers, and still offer a rich cultural and academic experience. However, the University also acknowledges that no single plan or procedure can address all concerns for all locations. Therefore, the health and safety practices are not meant to guarantee traveler safety and wellness or to give travelers a false sense of security, but rather are a framework and a set of resources from which travelers can draw upon in order to take responsibility for their own wellness. Travelers are encouraged to share this handbook with their loved ones as well.

UNIVERSITY TRAVEL RESTRICTION AND TRAVEL WARNING DESTINATIONS

University Travel Restriction Destinations

Undergraduate student travelers are not permitted to travel to University Travel Restriction destinations. Graduate students, faculty, and staff who travel abroad for University-related purposes have more flexibility, and must adhere to the International Travel Policy and procedures outlined on Global Michigan: <http://global.umich.edu/travel-resources/warnings-restrictions/>

A University Travel Restriction Destination is a location for which travel is generally prohibited for University-related purposes due to extreme health, safety, or security risks (e.g. Northern Mexico due to severe violence and criminal activity from April 2010 to present).

University Travel Warning Destinations

A University Travel Warning Destination is a location for which UMRT is unadvisable while the warning is in effect, due to significant health, safety, or security risks. The University of Michigan may decide to suspend programs in University Travel Warning Destinations.

Undergraduate and graduate students may request approval to travel to locations with a University Travel Warning for University-related purposes by following the set forth within each travel warning destination: <http://global.umich.edu/travel-resources/warnings-restrictions/>

Group leaders may request permission to travel with students to locations with a University Travel Warning by following the requirements set forth within each travel warning destination: <http://global.umich.edu/travel-resources/warnings-restrictions/>

Travelers should consult with the University of Michigan's International Travel Policy for additional details: <http://global.umich.edu/travel-resources/policies/>

THE TRAVEL REGISTRY

It is a University of Michigan requirement for all travelers on international, university-related travel to be registered in the [Travel Registry](#). The travel information inside the travel registry is intended for use by U-M emergency responders in the event of an emergency.

All University of Michigan students should register travel in MCompass, either through the U-M department sponsoring the travel or MCompass directly: <http://global.umich.edu/travel-resources/register-your-travel/>

Students at the University of Michigan-Flint who apply for a program in M-Flint WorldLink will be redirected to the U-M Travel Registry to register their programs.

SIDE TRIPS

Side Trip: A side trip is when a traveler engaged in UMRT for personal reasons either before or after the University-related event or when a traveler goes to another destination that is not listed in MCompass during the University-related event. Please note that travelers can purchase additional HTH coverage for personal travel as well.

Using the side trips function within MCompass, travelers can register side trip travel dates and destination/s. **Registering side trip/s will allow U-M emergency responders to locate, contact, and support travelers in the event of an emergency.**

In the past, travelers have gone on side trips to areas where unexpected political uprisings or natural disasters occurred. Because they registered their Side Trip, emergency responders knew U-M travelers were in the distressed region and were able to coordinate support.

Examples of Side Trips can include:

- Traveling for personal reasons at their program site before the program start date or after the program end date (e.g. their program in Rome, Italy starts on September 4th, but they arrive in Rome on September 1st).
- Traveling for personal reasons away from their site during their program, or immediately before or after their program start or end date. It is recommended that s/he registers their side trip if the travel destination is around or greater than 40 miles (60 kilometers) from the program site (e.g. during their program in Rome, Italy, they travel to Venice, Italy for a weekend or they travel to Morocco the week before their program begins in Rome). Whenever there is doubt, register travel as a side trip.

When registering for a side trip in MCompass, a traveler's travel dates and location/s are automatically exported to the Travel Registry. This export process can take up to 24 hours. Travelers are encouraged to register for a separate side trip each time they travel for personal reasons while abroad. Travelers can register a side trip anytime by clicking on the Side Trips button located in the Application Instructions sidebar in MCompass.

Enrolling Travel Plans with the U.S. Department of State and the Host Country's Government

In addition to registering with the U-M, U.S. citizens should enroll with the U.S. Department of State Smart Traveler Enrollment Program (STEP): <https://step.state.gov/step/>. Travel enrollment is a free service provided by the U.S. government to U.S. citizens who are traveling to, or living in, another country. Enrollment allows travelers to record information about their upcoming trip abroad that the Department of State can use in the case of an emergency.

In the event of an emergency, the U.S. government (or the government of the traveler's home country), may find it necessary for its citizens to evacuate their host country. Such events can often hamper commercial travel, so the embassy can help coordinate evacuation efforts by arranging for transportation.

Travelers enrolled in STEP will also receive up-to-date travel information about destination countries compiled by consular officers around the world. STEP reports on possible security risks and threats so that travelers can be well informed on current issues that may affect their travel plans and activities.

Source: Adapted from Ohio State University's Study Abroad Handbook 2011-12.

Travelers who are not U.S. citizens are encouraged to register with the embassy or consulate of their home country closest to their destination, though they may also enroll with the U.S. STEP program by skipping the passport information page. For a complete list of embassies throughout the world, visit: <http://www.embassyworld.com/>.

For most embassies, it is possible (and recommended) to register online before you leave.

WHAT IS AN EMERGENCY?

An emergency is any circumstance that poses a risk to or that has already compromised the safety and well-being of the traveler. Emergencies vary in severity and in context.

A “Perceived Emergency” results from events that are not immediately threatening to the health or safety of the traveler, but which may be viewed as such by loved ones at home or by the media. In many instances, a perceived emergency may be treated as a real emergency.

Non-Emergency Example: If a traveler is studying in Salamanca, Spain, and their passport and wallet are stolen in Salamanca, the traveler can contact the U-M program leaders or the on-site staff to seek assistance during business hours or via email.

Emergency Example: If the same traveler on the Salamanca program was in Casablanca, Morocco for the weekend and lost their passport and wallet, they would need a passport in order to return to Spain. This is an emergency that may require the traveler’s family or friends to wire them money in order to expedite replacement of the lost passport at the closest embassy. During an emergency, travelers should first contact on-site U-M program leaders or other on-site staff. If these are not available, travelers should call their U-M department via the Division of Public Safety and Security (DPSS) at 734-763-1131 (Ann Arbor), 313-593-5333 (Dearborn), or 810-762-0006 (Flint). DPSS will route the caller to the International Travel Oversight Committee (ITOC), who will contact a departmental emergency responder (DPSS -> ITOC -> Departmental Emergency Responder). Anyone can call this number 24/7 in the event of an emergency to contact a departmental emergency responder, including parents/guardians, travelers, U-M program leaders, and on-site staff. This is also a great emergency resource for U-M travelers who are abroad with non-UM programs.

Perceived Emergency Example: An earthquake struck Tokyo, Japan and made the news. The U-M has travelers in Fukuoka, Japan, which was unaffected by the earthquake. The travelers in Fukuoka know they are not in danger, but their loved ones back home may worry. In perceived emergency situations like this, the U-M encourages travelers to contact loved ones and let them know that they are safe.

Emergency situations can include the following:

- Serious illness, hospitalization, missing traveler, injury, or death
- Debilitating and/or severe emotional or psychological stress

- Being the victim of a crime – armed robbery, burglary, harassment, assault, sexual assault, etc. or being accused of committing a crime
- A situation in-country arises that causes serious concern, i.e. a political crisis or a natural disaster
- Losing important travel documents

EMERGENCY PLANS ON-SITE

Upon arrival to the host-site, travelers should learn about the local emergency procedures.

Procedures will vary depending on the site and the event. Travelers who do not have on-site orientations should obtain emergency procedures from on-site staff. The U-M is prepared to respond to all emergency situations and takes reasonable precautions, but all programs involve risk. Travelers need to assess the risks and take responsibility for their role in minimizing such risks.

A list of 911 equivalents abroad (such as ambulance, fire, and police responders) is posted on the U.S. State Department's Students Abroad website:

<http://travel.state.gov/content/studentsabroad/en/to-go/911-list.html>

CONTACTING THE UNIVERSITY OF MICHIGAN IN THE EVENT OF AN EMERGENCY

For up-to-date emergency protocols, visit the U-M Emergency Contacts at

<http://global.umich.edu/travel-resources/health-safety/>

General Protocols for U-M International Travelers

Upon arrival to the host-site, travelers should learn about the local emergency procedures from the program leader, on-site contact, or host institution. Below are general protocols for addressing an on-site emergency that may supplement on-site emergency protocols. For emergencies, please:

11. Tend to your immediate safety and/or medical needs
12. Make appropriate local contacts
13. Contact the University of Michigan to update your status and to discuss next steps

Please read the following for a more detailed protocol for addressing on-site emergencies:

1. Tend to Your Immediate Safety and/or Medical Needs
 - A. **Get somewhere you feel safe**, either by going to a safe location or by sheltering in place.
 - B. **Contact local police** in the case of feeling physically threatened or you are a victim of crime.
 - C. If you need emergency medical care, **go to the nearest medical facility**.

- i. When you have time, contact an HTH/GeoBlue Travel Abroad Health Insurance Advisor at +1-610-254-8771 to arrange for direct payment (where possible) so you do not have to pay out of pocket. If you do not have time to contact an HTH/GeoBlue Advisor, save your receipts for a [reimbursement claim](#).
 - ii. Under certain circumstances, HTH/GeoBlue insurance is able to provide resources for travelers who may need to return to the United States early. Please contact U-M DPSS at +1 734-763-1131 and ask for a U-M emergency responder for international travelers to explore such options since this service needs pre-authorization through HTH/GeoBlue.
- 2. Make Appropriate Local Contacts
 - A. Contact your **U-M department administrator, program leader, on-site partner, or on-site contact** who can provide emergency support or suggestions.
 - B. Reach out to **local people** you trust to see how they can be of assistance.
 - C. Contact the **US Embassy or embassy for your country of citizenship** in the event you need legal assistance or need to replace your passport.
- 3. Contact the University of Michigan
 - A. Contact your **U-M department contact** or the office sponsoring your travel to provide an update and to seek emergency advice / support as necessary.
 - B. In the event your U-M departmental contact is unavailable, call the **U-M Division of Public Safety and Security (DPSS)** at +1 734-763-1131 (Ann Arbor), +1 313-593-5333 (Dearborn), or +1 810-762-0006 (Flint). Let the DPSS emergency responder know that you are a U-M traveler (student, faculty, or staff) abroad. DPSS will transfer you to a U-M emergency responder for international travelers (Either Patrick Morgan or other emergency responder). The emergency responder can provide you with immediate next steps, put you in touch with your U-M advisor, can contact HTH on your behalf, and put you in touch with other support resources.

SAPAC's 24/7 **sexual assault hotline** is available to travelers abroad for confidential consultation at (734) 936-3333. Visit <http://sapac.umich.edu/> for details and to utilize SAPAC's Advocate Chat service.

The Emergency Protocols for UM Travelers is available at:

<https://umich.box.com/shared/static/2ztdmlh1vh1owj8ucysr5fobuvoi0r64.pdf>

EMERGENCY ASSISTANCE THROUGH THE U.S. STATE DEPARTMENT

Emergency assistance is available for U.S. citizens through the U.S. State Department. Travelers currently overseas should contact their nearest U.S. Embassy or Consulate for assistance. Contact information for Embassies and Consulates, including emergency response phone

Office of the Provost, VPGEE. October, 7 2015.

numbers, is available on this website: <http://www.usembassy.gov/>.

Overseas Citizens Services, operated by the State Department's Bureau of Consular Affairs, is also available to provide assistance.

- For overseas, call +1-202-501-4444
- From the U.S. and Canada, call 1-888-407-4747

Additional information is available online:

<http://travel.state.gov/content/passports/english/emergencies.html>.

The following are services the U.S. State Department can assist with:

- Replace a lost or stolen passport
- Provide information on doctors and medical facilities
- Address emergency needs that arise as a result of a crime
- Obtain general information about the local criminal justice process and information about your case
- Obtain information about local resources to assist victims, including crime victim assistance and victim compensation programs
- Obtain a list of local English-speaking attorneys

Please note that Overseas Citizens Services does not provide the following services: act as a travel agent, lend money, cash personal checks, arrange free legal or medical service, settle disputes with local authorities, offer bail, remove travelers from jail, or function as an interpreter.

Source: Adapted from the Department of State website: <http://www.state.gov/>

INCIDENT SPECIFIC EMERGENCY PROCEDURES

Medical Emergencies

In the event that travelers need medical assistance, on-site staff and program leaders may have lists of doctors, dentists and other specialists that travelers can consult. Travelers should inform on-site staff ASAP of any medical problem and then contact HTH Worldwide insurance. Any U-M student, staff, or faculty member who is enrolled with HTH is provided with 24-hour travel assistance should an emergency arise while s/he is outside of their home country. Each participant will be issued an insurance card with the group policy number and emergency contact numbers.

In the event of a medical (physical health or mental health) emergency, travelers should:

1. Go immediately to a local hospital or physician, or call the local 911 equivalent (<http://travel.state.gov/content/studentsabroad/en/to-go/911-list.html>).
2. (If applicable) Call the faculty leader or on-site director/staff (Depending on the situation, this may be the first step).
3. Call HTH Worldwide insurance at +1-610-254-8769 (collect) or 1-888-243-2358. Travelers should be aware that passport and HTH policy card copies are kept digitally within MCompass and can be accessed anywhere with an internet connection.
4. Contact your U-M contacts and let them know of your situation.
5. If you need additional U-M support, call the Division of Public Safety and Security (DPSS) at 734-763-1131 (Ann Arbor), 313-593-5333 (Dearborn), or 810-762-0006 (Flint). DPSS will notify the appropriate U-M emergency responder on a traveler's behalf. This responder will then contact the traveler to provide additional information and/or assistance. (See Contacting the University of Michigan in the Event of an Emergency section for more information).

Physical Assault

Physical assault is a traumatic event that can occur in any environment, whether on a U-M campus or abroad. Maintaining personal safety can be complex when travelers are abroad, as it may be more challenging to read situations and to assess risks to physical safety in less familiar environments. Travelers may be more noticeable in the host country due to language, dress, or differences in mannerisms. Thus, travelers may be more likely to attract interest, which can be positive or negative.

In the event of a physical assault, travelers should:

1. As quickly as possible remove themselves from the situation and seek medical attention if needed
2. Report the incident to the police, if the police are trusted in your area.
3. Call the faculty leader or on-site director/staff (if applicable).
4. Seek medical attention according to steps listed in the "Medical Emergencies" if needed.
5. Create a detailed report of the incident. As time passes, travelers may forget details that may be important should the traveler decide to press charges.
6. Contact your U-M contacts and let them know of your situation and discuss next steps.
7. If you need additional U-M support, call the Division of Public Safety and Security (DPSS) at 734-763-1131 (Ann Arbor), 313-593-5333 (Dearborn), or 810-762-0006 (Flint). DPSS will notify the appropriate U-M emergency responder on a traveler's behalf. This responder will then contact the traveler to provide additional information and/or assistance. (See Contacting the University of Michigan in the Event of an Emergency section for more information).

Source: Adapted from Kalamazoo College's Study Abroad Handbook 2014-15

Office of the Provost, VPGEE. October, 7 2015.

Sexual Assault

1. Get to a safe place and seek medical attention if needed.
2. Seek help from someone trusted (confidential such as Ombuds or SAPAC or non-confidential such as your faculty leader).
3. Consider informing a U-M program leader, program assistant, on-site staff, or local authorities of the incident. Although potentially non-confidential, these resources may be best poised to meet a traveler's immediate concerns. Travelers are encouraged to contact the **Sexual Assault Prevention & Awareness Center (SAPAC)** to learn their rights about disclosing information in order to make informed decisions.
 - a. **By phone: 734-764-7771** (Eastern Standard Time) (International fees may apply if calling outside the U.S.)
 - b. **24-Hour Crisis Line** (International fees may apply if calling outside the U.S.): **734-936-3333**
 - c. **By email:** sapac@umich.edu
 - d. **Website:** <http://sapac.umich.edu>
4. Consider avoiding a shower/bath, brushing your teeth, or urinating (if possible) before you receive medical care. This will keep evidence intact if the traveler chooses to make a police report at any time
5. Write (or ask a U-M program leader, Program Assistant, on-site staff, or a friend to help) a detailed report of the incident. As time passes, travelers may forget details that may be important should the traveler seek to file a police report or engage with a criminal justice system.

Source: Adapted from Kalamazoo College's Study Abroad Handbook 2014-15

Sexual Harassment

1. Attempt to leave or avoid the situation as soon/as much as possible.
2. If harassment persists, be assertive and let the individual conducting the harassment, or a separate trusted individual, know that his or her conduct is unwelcome and offensive
3. If necessary, attempt to attract the attention of others in order to solicit help.
4. Seek help from someone trusted (confidential such as Ombuds or SAPAC or non-confidential such as your faculty leader).
5. Consider informing a U-M program leader, program assistant, on-site staff, or local authorities of the incident. Although potentially non-confidential, these resources may be best poised to meet a traveler's immediate concerns. Travelers are encouraged to contact the **Sexual Assault Prevention & Awareness Center (SAPAC)** to learn their rights about disclosing information in order to make informed decisions.
 - a. **By phone: 734-764-7771** (Eastern Standard Time) (International fees may apply if calling outside the U.S.)
 - b. **24-Hour Crisis Line** (International fees may apply if calling outside the U.S.): **734-936-3333**

- c. **By email:** sapac@umich.edu
 - d. **Website:** <http://sapac.umich.edu>
- 6. If desired, document what happened. Travelers are encouraged to contact the **Sexual Assault Prevention & Awareness Center (SAPAC)** to learn their rights about disclosing information in order to make informed decisions.
 - a. **By phone: 734-764-7771** (Eastern Standard Time) (International fees may apply if calling outside the U.S.)
 - b. **24-Hour Crisis Line** (International fees may apply if calling outside the U.S.): **734-936-3333**
 - c. **By email:** sapac@umich.edu
 - d. **Website:** <http://sapac.umich.edu>
- 6. Report the situation to a U-M program leader, program assistant, on-site staff, or the U.S. Embassy or Consulate (if applicable)

Source: Adapted from Ohio State University's Study Abroad Handbook 2011-12

Disclosing Misconduct, Including Sexual Harassment and Sexual Assault

Travelers who experience sexual harassment, unwanted attention that is sexual in nature, or are victims of sexual assault, including rape, should consider the following options:

1. Disclosing Sexual Assault/Misconduct to Non-Confidential Sources.

Travelers are strongly encouraged to report any sexual harassment or assault to a U-M program leader, Program Assistant, or to on-site staff. They can help the traveler access local and U-M resources, seek any needed medical care, and file police reports. They can also help to try and ensure that the offense does not reoccur for the traveler or other travelers with them.

Travelers should know that, with the exception of a few offices listed below, all U-M program leaders and some U-M staff are bound to inform the University Title IX Coordinator about instances of sexual misconduct. The Title IX Coordinator may, depending upon the situation, make discreet inquiries to ensure the traveler is safe, provide valuable support resources, and explain a traveler's rights and options. If further inquiries are necessary, the traveler who reported can choose their level of participation, ranging from full participation to none. Travelers who have questions about this process can read more about the investigation at <http://oscr.umich.edu/article/student-sexual-misconduct-policy> or at https://www.umflint.edu/sites/default/files/groups/Division_of_Student_Affairs/student_sexual_misconduct_policy.pdf for UM-Flint students. More information about sexual harassment and assault policy and definitions can be found at <http://spg.umich.edu/pdf/201.89-0.pdf>

2. Disclosing Sexual Assault/Misconduct to Confidential Sources.

Travelers should be aware that the Sexual Assault Prevention and Awareness Center (SAPAC) and Counseling and Physiological Services (CAPS) are confidential resources that travelers can reach out to for support. SAPAC and CAPS are not bound to inform the University of the sexual misconduct and are focused on advocating for the traveler's well-being. Though CAPS can only work with travelers located on U-M campuses, SAPAC's sexual assault hotline is available to travelers abroad for confidential consultation at (734) 936-3333. Visit <http://sapac.umich.edu/> for details and to utilize SAPAC's Advocate Chat service.

The Office of the Ombuds is another helpful resource for travelers considering disclosing sexual assault and sexual harassment information: 734-763-3545 (umstudentombuds@umich.edu). Also visit: <http://ombuds.umich.edu>.

Students at the University of Michigan-Flint can contact the Women's Education Center at 810-237-6648 or the Counseling, Accessibility, and Psychological Services at 810-762-3456 to speak with an advocate.

Risk Management While Abroad

PERSONAL DOCUMENT SAFETY

Travelers should leave electronic copies of important documents in a safe, accessible location, while leaving hard copies with their emergency contact/s. These include:

- The traveler's airline ticket
- Passport information and visa pages
- Any special immigration documents
- Prescriptions and medical documents
- Immunization card
- Banking information

Travelers should be aware that passport and HTH policy card copies may be kept digitally within MCompass and could be accessed anywhere with an Internet connection.

Do not bring any credit cards, documents, unnecessary keys, or other items that cannot be used while abroad or upon immediate return to the home country.

Travelers should NEVER pack their passport or any other important documents in their checked-in luggage or in carry-on luggage. Passports (including visa page), ATM and credit cards, and money should never leave the traveler's body and should be carried in a protective pouch or money belt.

In the event of a lost or stolen passport, travelers should contact the on-site staff, U-M program leader/s, or departments (if applicable), who can all assist travelers in working with their embassy to get a new passport and visa. Also, the Office of Overseas Citizens Services operated by the State Department's Bureau of Consular Affairs can assist in replacing a lost or stolen passport. Call the number at 202-501-4444 from overseas if you need to contact the Office of Overseas Citizens Services.

Don't do this: A traveler in Italy once went on vacation to Spain over an extended weekend. While there the traveler left their passport, phone, and all of their money on the beach while they went swimming. All the items were stolen and the rest of the day was spent trying to obtain money and catch their flight back to Italy. Never separate yourself from your personal documents!

TRANSPORTATION SAFETY

Road traffic is the leading cause of death for U.S. citizens in foreign countries, and the majority of these victims are bystanders who are not in vehicles.

The U-M Library provides **ASIRT Country Road Travel Reports** [Association for Safe International Road Travel](#) (ASIRT) which detail country specific urban and rural road conditions, provide an overview of local traffic laws, and provide accident statistics.

Travelers are strongly discouraged from operating motor vehicles, including scooters or motorbikes, for even a short period of time. Please be aware that U-M departments may have internal policies that restrict student travelers from driving and/or faculty / staff travelers from driving students.

Faculty, staff, and students who by necessity must drive other students while abroad, must follow the same process that U-M uses when allowing faculty and staff to drive students here in the US. In particular, drivers would need to complete the [Motor Vehicle Record Check](#) to verify compliance of #5 and #7 of the [U-M vehicle operator policy](#).

Travelers are very susceptible to driving-related accidents due to unfamiliarity with local laws, signs, driving patterns, and the general layout of the roads. However, please note that most road fatalities are pedestrians.

The **Association for Safe International Road Travel** offers the following advice regarding transportation:

- Identify the safest mode of transportation in the area.
- Avoid late night road travel in areas with poorly lit roads, mountainous or rugged terrain.

- Avoid regions with low road safety standards.
- Understand how seasonal change may affect road conditions.
- Know the dates of local event and holidays (when road traffic and accident rates rise).
- U-M faculty, staff, and students can download ASIRT reports here:
<http://proxy.lib.umich.edu/login/asirt>

Additional suggestions for pedestrians are:

- Be aware of traffic patterns in the area (they may be very different from those in the U.S.)
- Be especially alert at intersections and roundabouts.
- Wear reflective clothing if jogging at night (especially in locales where jogging may be uncommon).
- Walk on designated sidewalks, if available, or away from the edge of congested streets.

Additional suggestions for passengers are:

- Avoid riding with a driver who appears intoxicated, irrational, or overly tired.
- Always ride in the back seat of a taxi cab (rather than the front); this is especially important for women to limit risk of sexual assault.
limit risk of sexual assault.
- Wear seat belts whenever possible.
- Avoid hitchhiking and accepting rides with strangers.

Source: Adapted from Michigan State University's Road Safety webpage:
http://studyabroad.isp.msu.edu/travelerhandbk/safety_travel/road_safety.html

Travelers can find country-specific road safety information such as driving rules and pedestrian rights on the following websites:

- US Department of States Country Specific Information:
http://travel.state.gov/travel/tips/safety/safety_1179.html
- US Department of State Information on Road Safety:
<http://travel.state.gov/content/passports/english/go/safety/road.html>
- Association for Safe International Road Travel (ASIRT): <http://www.asirt.org/> and
<http://proxy.lib.umich.edu/login/asirt>

Injury is not the only risk of using taxis, buses, trains, and subways. Well-organized, systematic robbery of passengers on all forms of transportation along traditional tourist routes is a serious and growing problem. Travelers should keep in mind the following tips whenever traveling:

- Avoid traveling alone.

- Avoid fake or illegal taxis. If in doubt, call a reputable taxi or guided-tour company.
- Know your route before using transportation. If in a taxi, keep a map out and trace the route to discourage the driver from taking a circuitous, longer route.
- Know the going rate of taxis to avoid being ripped off. If there is a taxi meter, make sure it starts from the beginning. If the driver refuses to start the meter or states that it is broken, leave the taxi and try to find another.
- Travelers should never separate themselves from their belongings, such as putting their belongings in a compartment beneath or on top of a bus. Thieves can steal baggage during stops.
- Never accept food or drinks from strangers and be cautious of food offered on public transportation systems, such as trains.
- Carry a second wallet with small amounts of currency inside to surrender in the case of a robbery.
- If on an overnight train or bus, secure belongings as best as possible and alternate sleeping with a traveling companion. If that is not possible, stay awake. If the traveler must sleep unprotected, s/he should tie down their luggage, strap valuables to their person and sleep on top of them as much as possible.
- If in a crowded bus or a subway, travelers should not wear backpacks on their backs but in the front, should keep bags in hand and within sight, and, if possible, keep a hand near valuables and money-containing pockets. Some drawstring backpacks may be more secure than zipper-closed ones.
- Always keep important documents in a document pouch concealed beneath clothing when traveling, spread money out in more than one secure location, and wear clothing that deters theft, such as a purse with a zipper or buttons on top and/or pants with zipper, snap, or Velcro pockets.

Source: Adapted from the University of Minnesota Duluth Study Abroad Handbook

FOOD AND WATER SAFETY

Below are a few tips to guide travelers in making responsible and safe choices when eating and drinking abroad:

Research Before Traveling

- **Know in advance.** Some locations have a higher risk of food contamination than other places. Ask people who have been in the host country before. Read through sources before departure. The Centers for Disease Control has details: <http://www.cdc.gov/>
- **Research cultural food taboos**, such as eating in class, eating while walking, or not sharing food with others. Drinking alcohol in public or being visibly intoxicated is often taboo, as well.
- **Be prepared.** Bring over-the-counter medications for traveler's diarrhea, such as those containing bismuth subsalicylate. Check with a doctor for information on how to use

these over-the-counter drugs. Travelers carrying an EpiPen or insulin should inform their fellow travelers.

- **Know food allergies** and how to convey allergies to a faculty leader, on-site staff, cooks in restaurants, and anyone serving food in the local language. It is a good practice to have allergies written on a card in the local language that can be given to the person cooking. A good link on how to communicate allergies can be found on the **Frommer's** website: <http://www.frommers.com/articles/4838.html>. Travelers should research to see if foods they are allergic to are commonly used in their host culture, such as peanuts and peanut oil in Senegal and China. Travelers with food intolerances, such as those with sensitivities to gluten, should also research how gluten-free friendly their destination is: <http://glutenfreetraveller.com>

Being Culturally Sensitive

- **Frame food preferences and restrictions in terms that are culturally understood.** People in a traveler's host culture may not know the difference between vegan and vegetarian or the extent of eating Halal or Kosher. It may be easier to say "I am allergic to meat" as a way to practice vegetarianism.
- **Accepting and declining food when offered.** In many cultures, declining food (and even alcohol) can be considered as an insult. These situations can be ethical dilemmas, as well, since the host may be offering something that is highly prized, such as meat. A general suggestion is for travelers to accept anything that won't make them sick and is legal, though a traveler should act according to their own comfort level. In many cultures, it is acceptable for travelers to say that they do not drink alcohol. Travelers with food allergies or food preferences should let their host know while being thankful. If the food is something that can be taken to go, it may be easier and more polite to accept it regardless of whether it is going to be eaten or not.

Food and Water Safety

- **Be careful of bones and grit.** Meat and fish may contain bones, and grain may contain bits of grit and gravel in some locations.
- **Avoid raw and undercooked meat and seafood.** Ask for all meat 'well done' and stay away from raw foods.
- **Avoid raw vegetables in markets.** In areas of the world where hygiene and sanitation are poor, fresh vegetables should always be selected with care. This food is exposed to the elements, which may include dust, sneezing people, and bugs. Raw vegetables may have been grown with chemical pesticides and cleaned in contaminated water. Food that is boiled or fried is less likely to contain bacterial or chemical residue. When purchasing vegetables, take them home to wash with boiled or bottled water rather than eating them unwashed at the market.

- **Avoid pre-cut fruit or fruit without a rind.** Travelers should only eat fruit that they have peeled themselves. Peel the fruit and wash raw vegetables in non-contaminated water. It's not always clear which pesticides other countries use on their agricultural products.
- **Avoid cooked food that has been left in the open for several hours or days.**
- **Don't eat foods that haven't been properly refrigerated.**
- **Avoid unpasteurized milk and milk products, such as cheese.**
- **Avoid ice or water from a tap.** Where water may be contaminated, ice or containers for drinking should also be considered contaminated, as tap water is often used to make the ice and to clean drinking vessels.
- **Drink directly from original beverage cans or bottles.** In areas where chlorinated tap water is not available, or where hygiene and sanitation are poor, only hot beverages made with boiled water or canned or bottled beverages may be safe to drink. When buying bottled water, make sure the seal has not been broken or tampered with, and beware of fake bottled water.
- **Boil the water.** In some countries, tap water may be contaminated, and bottled water may be filled with tap water. If no source of safe drinking is available, tap water that has been boiled for at least one minute may be safe. Once it has cooled, it may be used for brushing teeth and drinking. Additionally, travelers may drink beverages that use boiled water, such as coffee and tea. It is important to note, that sometimes boiling water still may not be enough to prevent illness if the water is extremely contaminated.
- **Use clean water for maintaining hygiene.** When possible, travelers should use boiled or bottled water to brush their teeth, to shower/bathe, and for other good hygienic practices. Avoid putting known contaminated water in the eyes or open sores.
- **Bring SteriPENS.** Travelers who are consistently in areas with unsafe drinking water may find it useful to purchase SteriPENS (ultraviolet, handheld water purification systems).

Street Food and Restaurants

- **Ease into culinary adventure.** As tempting as it may be, travelers shouldn't immediately go for the street food. Travelers should be extra careful if they are only going to be in a location for a short-term, since their stomachs will not have time to adjust. It also takes time and care to be able to identify which restaurants or food stalls are hygienic.
- **Go where the locals go.** If there's a long line, it is less likely that they will all leave with stomachaches. The food is probably better, anyway! But be warned: locals may have no trouble with street food due to immunities developed against indigenous microorganisms.
- In general, **avoid eating foods or drinking beverages purchased from street vendors** and other establishments where unhygienic conditions could be present.
- Travelers compelled to eat at street vendors should ask their knowledgeable friends, colleagues, or on-site staff for advice first. **Become a veteran of eating street food with people who know, before being adventurous.**
- **Check the cleanliness of the restaurant or food stand:** Are the plates clean, are the utensils clean, is the vendor touching the food without protective gloves, is the oil in the

fryer clean, are they using contaminated water to wash food and dishes, has the meat been sitting out without refrigeration? In some places, it is normal and expected to bring a personal pack of tissues to wipe down utensils or even the table before using them, even in “clean” places like shopping malls. When in doubt, bring personal utensils or eat at another location.

Self-Care between Meals

- **Always wash hands.** Carry small containers of alcohol-based hand cleaners.
- **Communicate** any stomach discomfort and food-related concerns to on-site staff and/or program leaders.
- **Don’t be afraid of seeing a doctor and using the provided international travel insurance** when experiencing discomfort. HTH Worldwide Insurance and the U.S. Embassy in the host country can provide recommendations for on-site physicians and clinics.

Source: Adapted from the U-M Center for Global and International Studies’ 4th annual Beyond Borders issue (<http://www.lsa.umich.edu/cgis/>) and Princeton University’s International Travel Handbook 2014-15

TRAVELERS’ DIARRHEA

Travelers’ diarrhea is a common affliction that may occur a couple of days after arrival in a new environment, and which seldom lasts longer than a week. Diarrhea is nature’s way of ridding the body of noxious agents; intestinal motility serves as the normal cleansing mechanism. The most important way to cope with this disorder is to maintain adequate fluid intake to prevent dehydration. Consuming dehydration salts/electrolytes, canned fruit juices, bottled water, tea, and carbonated drinks can help ease stomach pain and preserve necessary fluids in the body.

Prior to departure, travelers are recommended to make an appointment with the U-M Health System’s Travel Clinic or a local physician to obtain a precautionary prescription to ease travelers’ diarrhea.

If there is blood and/or mucus in the stool, if fever occurs with chills, or if there is persistent diarrhea with dehydration, travelers are encouraged to contact a local physician or HTH travelers insurance to obtain appropriate treatment to resolve the issue.

Source: Adapted from Princeton University’s International Travel Handbook 2014-15

Resources

- CDC Travelers’ Diarrhea, http://www.cdc.gov/ncidod/dbmd/diseaseinfo/travelersdiarrhea_g.htm and

<http://wwwnc.cdc.gov/travel/yellowbook/2012/chapter-2-the-pre-travel-consultation/travelers-diarrhea.htm>

- New York Times, <http://health.nytimes.com/health/guides/specialtopic/travelers-guide-to-avoiding-infectious-diseases/traveler's-diarrhea.html>
- Frommer's 7 Food Allergy Tips, <http://www.frommers.com/articles/4838.html>

DEHYDRATION

It is not uncommon for travelers to report feeling dehydrated. Most travelers fail to drink enough water or liquids while abroad. Alcohol and caffeine increase fluid loss. To avoid dehydration, travelers should drink half their body weight of water in fluid ounces per day.

Signs and symptoms of dehydration

- Rapid heart beat
- Lightheaded when changing position
- Dry mouth
- Deep breathing
- Irritability
- Reduction in urine output, increase in yellow color
- Cool and mottled extremities
- Lethargy
-

If travelers have these symptoms, they are advised to find an area out of the sun, drink fluids, and rest. If travelers do not feel better, they should promptly seek medical care.

Source: Kalamazoo College's Study Abroad Handbook 2014-15

ALCOHOL AND SUBSTANCE ABUSE

If alcohol consumption is part of the host community's culture, travelers will likely have greater access to alcohol than they have at home. Therefore, it is important to be aware of the risks alcohol use poses to general health and safety. In few countries is it socially acceptable to be visibly intoxicated. Alcoholic beverages are usually viewed as an accompaniment to a meal or an occasion for social rituals, such as toasts. Loud, public displays of drunkenness are considered distasteful and a sign of immaturity. When drinking (even in moderation), inhibitions are lowered, and the drinker is not in complete control of his/her faculties. This increases the likelihood of travelers to engage in risky behaviors, such as unprotected sex, and more vulnerable to accidents (e.g., falling) and crime (e.g., theft or assault).

Dangers of Drinking

Travelers may be tempted to slip into or maintain patterns of alcohol misuse while abroad. Such use may occur for a variety of reasons: a mistaken impression of how alcohol is used in the host country; cheaper costs in some countries; a lower minimum drinking age; more lenient laws against drunkenness; or a desire to experiment or fit in. Drinking abroad not only makes it more difficult for travelers to have a culturally rich, productive and successful experience, but may also pose serious dangers as well, such as those cited below:

- Drinking alcohol and using illicit drugs may limit travelers' reasoning skills and cause travelers to become disoriented. This may result in travelers losing their way, and can increase the likelihood of being a victim of crime, including **theft, armed robbery, and especially sexual assault**.
- Drinking alcohol in excess can cause immediate and extended physical discomfort, exacerbate mental health conditions, damage long-term health and, in extreme amounts, cause death.
- Drinking lowers inhibitions and the ability to make sound decisions, which can result in engagement in risky sexual behavior, accidents (falling out of a window, drowning, etc.), and even **death**. Thus, alcohol is often used as a weapon by perpetrators to commit sexual assault (<http://www.legalmomentum.org/store/undetected-rapist-dvd>).
- Drinking alcohol while taking certain medications can be extremely dangerous. Travelers who stop taking their medications in order to drink are already exhibiting signs of problematic medication misuse and alcohol abuse, and should seek help.

The National Institute on Alcohol and Alcoholism has details:

http://pubs.niaaa.nih.gov/publications/Medicine/Harmful_Interactions.pdf

Source: Adapted from Michigan State University's Alcohol Use and Misuse webpage:

http://studyabroad.isp.msu.edu/studenthandbk/safety_travel/alcohol_use.html

Pressures to Drink

Travelers should never feel pressured into drinking or drinking more than they wish (or engaging in any other potentially dangerous, illegal, or unhealthy personal behavior) for fear of offending someone in another culture. The object in such cases is to find ways to say "no" that are not offensive. Usually a friendly but firm "no thank you" or hand-over-the-glass gesture does the job. Saying "I cannot drink alcohol," "Alcohol makes me ill," or "I would like a non-alcoholic drink" are also good standard, straightforward options. Travelers should keep in mind that just because their glass is filled does not mean they need to drink all or any of its contents.

Drinking Responsibly

If travelers who can legally consume alcohol decide to drink, it is safest to do so only in

moderation. If travelers are not used to drinking, they probably have little knowledge about their own tolerance level or how alcohol affects them. Travelers may be most vulnerable or find themselves in dangerous situations if they are under the influence of alcohol and in an unknown place. Travelers are encouraged to make informed choices about when and how to use alcohol safely, and what moderation means in concrete terms. For tips and information regarding how to drink responsibly, assist friends who are drinking too much, and respond to alcohol-related emergencies, consult the website for the University Health Service's Stay in the Blue program: <http://www.uhs.umich.edu/stayintheblue>.

For more information, students and administrators are encouraged to review the materials from the SAFETI Clearinghouse of the Center for Global Education at the University of California – Los Angeles that are available under the “U-M Travel Guides & Subscriptions” tab: <http://global.umich.edu/travel-resources/health-safety/>

DATING, SAFER SEXUAL PRACTICES, AND STIS

While abroad, travelers are encouraged to be especially cognizant of practicing healthy and safe behaviors. This includes conscientious dating and practicing safer sex, if applicable. Abstaining from sexual activity is the most reliable way for travelers to avoid pregnancy, sexually transmitted infections (STIs) and diseases, and the potentially negative emotional consequences of engaging in sexual activity.

If a traveler chooses to date or engage in sexual activity while abroad, they should consider the risk of sexually transmitted infections (STIs). Entering into a relationship overseas should, therefore, be approached with the same precautions travelers would use at home.

Sexually active travelers should keep in mind the following suggestions:

- Travelers should make decisions that are in line with their values and are respectful to others and themselves.
- Travelers should try to learn about cultural norms for dating and sexual behavior in their location. Be aware that local norms related to verbal and non-verbal communication may carry different connotations within the host culture than at home. This may include, manner of dress and amount of personal space expected between people.
- Avoid drinking alcohol and taking drugs, as these will limit the ability to make sound decisions. If the traveler chooses to drink, they should do so in moderation. Alcohol is often the most common drug used by perpetrators to commit sexual assault.
- Only engage in consensual sex. Consent between sexual partners should be verbal, affirmative, sober, and enthusiastic! Don't rely on nonverbal cues for consent, such as behavior or manner of dress, but rather, ask your partner(s) what they'd like to do. Do not seek consent from someone who is intoxicated because they may not be in a

position to make an informed decision about the sexual activity. Show respect for your partner(s) by asking for consent before any sexual activity.

- Travelers should consider how much they could reduce their risk of STIs. Different regions may have a higher prevalence rate of disease such as HIV than at home, so safer sex is especially important when traveling. Travelers can reduce their risk of STIs by consistently using condoms or other barriers, by choosing a lower-risk sensual activity and/or by having sex less often. Learn more about STI prevention at www.uhs.umich.edu/sti
- People of any gender can carry their own condoms and/or other appropriate safe sex items. Travelers may have difficulty finding a reliable brand while abroad and should bring safer sex supplies from the United States. If the traveler is a student, University Health Services (UHS) offers free safer sex items in the Wolverine Wellness office (Ann Arbor campus).
- If the traveler is engaging in sexual activity with a pregnancy risk, they should consider how they will prevent pregnancy. Men can wear condoms to prevent pregnancy and women can use condoms and/or consider additional methods of contraception. Information about contraception options is available at <http://www.uhs.umich.edu/contraception-home>. If a traveler uses a method such as pills, patches, or rings, they should try to bring enough for the duration of the trip. If the traveler will be away for an extended period of time, methods like IUDs or implants may be convenient options because they can be left in place with no maintenance for several years.
- In the event of unprotected intercourse or condom failure, emergency contraception (EC) can reduce the risk of pregnancy. Although it is not recommended as a primary form of birth control, travelers may find the following link helpful when they need information regarding emergency contraception while traveling: www.not-2-late.com. Travelers may also purchase EC over the counter prior to their trip so it is on hand if needed. More information about EC is available at: www.uhs.umich.edu/emergencycontraception.
- Vaccination can help prevent STIs. Hepatitis B is a vaccine-preventable STI. Prevention requires 3 doses of the vaccine over a minimum of 6 months. The CDC recommends the Hepatitis B vaccine for travelers to almost all countries. Travelers should plan early so that they can fit the entire series into their schedule before departure. Vaccines are also now available for Human papilloma virus (HPV), which causes most genital warts, certain cancers, and molluscum contagiosum. The vaccination periods for some of these conditions will also require time (up to a few months) and travelers should plan ahead for them. Even if the traveler is vaccinated for these conditions, consistent condom use will reduce the risk of infection with other conditions for which s/he is not vaccinated, such as HIV.

Source: Adapted from the University of Denver's Study Abroad Handbook

University of Michigan Health Services offers many resources for maintaining sexual health, including free contraceptives such as condoms and other safer sex items:
<http://www.uhs.umich.edu/sxhresources>.

Students at the University of Michigan-Flint can visit the Women's Education Center at 213 UCEN for additional resources for maintaining sexual health, including free contraceptives such as condoms.

Prevalence of Sexual Assault: Dr. David Lisak, a forensic psychologist at UMASS Boston, conducted a study of 1882 college men. 4% of these men have committed rape, 44 raped 1 time, and 76 raped multiple times (439 times). 91% of rapes were committed by serial rapists who target vulnerable victims who are young (freshmen), emotionally unstable, and new to campus. Please note, that all of these vulnerable traits are enhanced for study abroad travelers, who are in a new environment, have increased stress levels, have less access to support resources, more freedom, and easier access and allure to alcohol which may be legal at ages 18, 19, or 20 in some countries. As Dr. Lisak describes in this interview, <http://www.cbsnews.com/video/watch/?id=5592427n>, many of these perpetrators use ALCOHOL as a tool / weapon to commit rape. More information about this research can be viewed at: <http://www.legalmomentum.org/store/undetected-rapist-dvd>.

Resources

- U.S. Center for Disease Control and Prevention Sexual Violence: <http://www.cdc.gov/Violenceprevention/sexualviolence/index.html>
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>
- Rape, Abuse, and Incest National Network (RAINN): <https://rainn.org/>

FEMALE TRAVELERS: ADDITIONAL SAFETY SUGGESTIONS

The U-M encourages female travelers to consider differences they may experience being a woman abroad versus in the U.S. While the incidence of violent crime against women is actually higher in the U.S. than in many other countries, travelers may experience some gender-specific challenges when they live or travel abroad. Due to language and cultural differences, the men and women of the host country may interpret behavior considered to be appropriate for women in the U.S. very differently. This is further compounded by the fact that people in some other countries may have distorted or stereotyped notions about American women specifically, based on images acquired through American media. Be aware that behavior that is considered incorrect in the U.S. may not be viewed in this way abroad (e.g., whistling or personal comments).

Similarly, a smile, eye contact, certain clothing, or the way travelers carry themselves can have different connotations in different cultures. Travelers are encouraged to read destination specific travel guides, forums, or articles, and to talk to women who have been to the host country.

Familiarizing themselves with the customs and traditions of their host country will help travelers understand the basis of gender differences, and to prepare for encountering these differences once abroad.

The U-M Center for Global and Intercultural Study conducted a questionnaire of returning female travelers on study abroad programs. Below were their suggestions to future female travelers. This information can be valuable to all female travelers beyond those on Study Abroad:

- Look to women from the host country for examples of culturally appropriate dress and demeanor.
- Female travelers should trust their instincts. If they feel unsafe in a situation, or someone's behavior is making them uncomfortable, they should remove themselves from the situation immediately.
- Travel in groups of at least two, especially when unfamiliar with a town or city.
- Lock hotel rooms when traveling. Travelers should not stay in hotels without adequate locks, even if they must stay where room rates are higher.
- Walk with purpose and avoid eye contact with strangers.
- Use alcohol sparingly and be aware that drinking may affect a traveler's ability to interpret social and behavioral cues, and thus increase vulnerability to assault.
- Firmly say "no" to any unwanted invitation and turn away. IGNORE persistent overtures.
- Take a free self-defense class offered by the U-M Dean of Travelers Office before leaving to increase confidence and learn more: <http://studentlife.umich.edu/article/free-personal-safety-and-self-defense-workshops>.

If a situation arises in which travelers are sexually harassed or assaulted, experience discrimination, violence, or aggression, or if travelers feel that particular situations are unsafe, travelers should contact their program director or on-site staff whom travelers feel comfortable. The University of Michigan's Sexual Assault Prevention and Awareness Center (SAPAC) has a 24-hour hotline which travelers may use: (734) 936-3333. The regular office number is (734) 998-9368. www.umich.edu/~sapac/index.html

References

- More Women Travel: Adventures and Advice from More Than 60 Countries, edited by Natania Jansz and Miranda Davies, Penguin Books, New York, 1995.
- A Journey of One's Own: Uncommon Advice for the Independent Woman Traveler, third edition, by Thalia Zepatos, Eighth Mountain Press, Portland, 2003.

OVERSEAS BLOOD TRANSFUSIONS, BLOOD PRODUCTS, AND INJECTIONS

While many countries, including the U.S., Australia, Canada, Japan, and some European countries, screen donated blood for diseases, such as HIV, hepatitis, and syphilis, others do not.

Office of the Provost, VPGEE. October, 7 2015.

In some locations, it may be very difficult or impossible to determine if donated blood has been screened.

Travelers who are injured or fall ill while abroad are advised to avoid a blood transfusion unless it is absolutely necessary. If travelers do need blood, try to ensure that blood from a reliable source is used by checking with a local embassy or consulate. Before travelers leave the U.S., they should know their blood type and ask their local Red Cross or embassy about acquiring safe sources of blood in case of an emergency abroad. While abroad, the Embassy also can recommend certain clinics or physicians in your area:

<http://travel.state.gov/content/passports/english/go/health/doctors.html>

In addition, avoid injections unless absolutely necessary. While needles and syringes are never reused in the U.S., even disposable equipment may be used with multiple patients in some countries. If travelers require an injection, make sure the needles and syringes come straight from an unopened package. Otherwise, travelers can buy needles and syringes and bring them to the hospital for their own use.

Caution should be taken regarding sterilization of all instruments that pierce the skin, including tattooing, acupuncture, ear piercing and dental work.

Source: Adapted from Princeton University's International Travel Handbook 2014-15

MANIPULATION: SCAMS

Travelers should be mindful of tactics sometimes used in order to take advantage of travelers in foreign countries. The Kalamazoo College 2014-15 Study Abroad Handbook suggests that the following are common manipulative strategies and behaviors:

- Overly-charming or overly-friendly behavior
- Unsolicited giving to create a feeling of indebtedness
- Unsolicited promises that can also be false
- Refusing to accept “No” for an answer
- Forced teaming – forming a false sense of bonding between the manipulator and the target in order to establish premature trust. For example, using the term “we” when the manipulator has recently met a target.
- Typecasting – insulting someone because of their membership to a group such as ethnicity, race, nationality, etc. Designed to manipulate a potential target and put her/him on the defensive to prove its inaccuracy

Travelers should consider the following tips when developing their own responses to manipulative strategies:

- Trust feelings of unease and respond based on that feeling. Second-guessing initial warning flags can increase travelers’ vulnerability.

- Typically, it doesn't work to argue or try to change the manipulator's mind or to point out the manipulation. Taking a clearly assertive (firm) stand—"I'm not interested in talking about that/engaging in that activity/or having a relationship with you"—is generally appropriate.
- Be consistent in delivering the message. Straying from initial responses, even a little, may encourage further manipulation attempts and make it more resistant to change.
- Regarding Forced Teaming specifically: Trust initial instincts. There is almost always an agenda with trust that comes too quickly.

Source: Kalamazoo College Study Abroad Handbook 2014-15

THEFT AND VIOLENT CRIME

Theft is common in all parts of the world, from metropolitan areas to the rural countryside, in both domestic and international locations. Travelers should use the same precautions abroad that they would in any U.S. metropolitan area.

All travelers are responsible for their personal property. For additional protection before departure, travelers are encouraged to obtain an insurance policy for their possessions, as HTH worldwide health insurance only covers traveler medical needs. Please refer to the Flight, Travel, and Personal Property Insurance section for further information.

The following are steps travelers are encouraged to take in order to prevent theft and violent crime while abroad:

- Lock doors and windows.
- Put valuables in a safe or ask local contacts about storing valuables at the destination.
- **Avoid walking alone.** Avoid poorly lit places. Stick to well-traveled streets and try to walk in groups at night. Travelers should be especially cautious when they are new to a city and do not know which parts of town may be less safe.
- Do not carry valuables, even in a backpack or locked luggage. If travelers must carry cameras, laptops, mp3 players, etc., don't leave them unattended. Travelers should not travel with more valuables than they can easily carry at all times.
- Do not flaunt wallets, purses, money, or cameras. Travelers should avoid displaying large bills or bundles of cash, and should only carry the money they need. Travelers should wear a concealed money belt if they must carry a lot of money.
- Do not drink alcohol. Travelers who choose to consume alcohol should drink sparingly and remain aware of their surroundings. Even a small amount can increase vulnerability to crime.
- Leave expensive or expensive-looking jewelry at home. Do not wear flashy clothing.
- Always be aware of surroundings and walk with a purpose. Don't dull your senses by listening to headphones while walking.
- Do not act like a tourist. Reference travel guides and maps discretely.
- Always keep an eye on personal effects while traveling.

- Do not trust strangers to watch your personal effects.
- Maintain an itemized list of items brought abroad and make sure all valuables are insured.

If travelers are the victim of crime or require assistance, they should contact the local authorities, their local program director, on-site staff or the Division of Public Safety and Security (1-734-763-1131) at the U-M immediately.

The University strongly encourages travelers to register with the U.S. State Department's Smart Traveler Enrollment Program (STEP) prior to departure or an equivalent registry program for non-U.S. citizens. Enrollment with STEP will enable travelers to receive information from the Embassy regarding new or updated State Department Travel Warnings and/or Alerts, as well as security and informational messages. In addition, the Embassy can reach out to travelers in the event of an emergency in country, and facilitate communication with the traveler should their family need to reach them in an emergency.

STEP Registration: <https://step.state.gov/step/>

POLITICAL UPRISINGS/DEMONSTRATIONS

Travelers are encouraged to avoid demonstrations, as these can escalate into dangerous situations quickly. On-site staff and local authorities are great resources who can let travelers know what areas to avoid. Demonstrators may not understand that travelers want to empathize and learn about their cause and may turn against and harm a traveler based on their outward appearance or perceived political, national, religious or other affiliations.

In the event of a political uprising, travelers should contact on-site staff, their U-M program leader, and/or local authorities for alternative directions to avoid risky areas. Travelers may also want to keep loved ones informed of the situation. Travelers should contact the Division of Public Safety and Security (DPSS) number if they are in need of emergency instructions and/or support: 734-763-1131 (Ann Arbor), 313-593-5333 (Dearborn), or 810-762-0006 (Flint). In the event that uprisings/demonstrations become severe, the U-M might place a travel warning or restriction on the country and will work accordingly to provide safety options to current U-M students, faculty, and staff in those locations (refer to the Travel Warnings and Travel Restrictions sections above for more detailed information).

U.S. Department of State STEP Program

To help travelers avoid political demonstrations, the U-M encourages travelers to enroll in the U.S. Department of State's STEP program, a free service provided by the U.S. government to U.S. citizens who are traveling to, or living in, another country. Once enrolled, travelers will be able to receive notices of areas to avoid, such as planned demonstrations. Travelers who are not U.S. citizens are encouraged to enroll in their government's program, though if desired they

may enroll with the U.S. STEP program and can skip the passport information page. To enroll, go to <https://step.state.gov/step/>

GET TO KNOW LOCAL AND NATIONAL LAWS: BEING ARRESTED OR DETAINED ABROAD

Traveling in foreign countries inflicts different customs and different laws than travelers are likely to be accustomed to. What is acceptable in the U.S. may be illegal or offensive elsewhere. Travelers are subject to the laws of any country they are visiting. In other words, if arrested, Americans abroad are subject to the laws of their host country. Therefore, travelers should make sure that they know the laws and obey them. Many of the legal protections travelers may take for granted are left behind when they leave the U.S., and penalties in some countries are much tougher than in the U.S. Be aware of the country's laws and cultural differences prior to leaving the U.S.

Source: The University of Minnesota Duluth's Study Abroad Handbook and Princeton University's International Travel Handbook 2014-15

Travelers may research information on local laws by starting with the U.S. State Department's Country Specific Information pages:

<http://travel.state.gov/content/passports/english/country.html>.

Embassies and consulates are limited in the assistance they can provide if a traveler is arrested or jailed in a foreign country. Thus, it is important to know what the US government can and cannot do for citizens abroad.

The U.S. Consular Officer CAN:

- Visit travelers in jail after being notified of their arrest
- Provide travelers with a list of local attorneys
- Protest mistreatment or abuse to the appropriate authorities

Source: <http://travel.state.gov/content/passports/english/emergencies/arrest.html>

The United States Consulate Officer CANNOT:

- Demand a citizen's immediate release, or remove them from jail or from the country.
- Represent citizens at trial or give legal counsel.
- Pay legal fees and/or fines with U.S. government funds.

A list of U.S. consulate services for American citizens abroad can be found on the following website: <http://travel.state.gov/content/passports/english/emergencies/arrest.html>.

Travelers who are not United States citizens are similarly subject to their host country's laws and

should be aware of what support services their home country's Embassy or Consulate offers.

POWER OF ATTORNEY

It is recommended that travelers select a contact person and grant them power of attorney before they leave the country. Completing the appropriate written power of attorney documentation allows their contact person to take care of most unanticipated financial affairs while travelers are out of the country. For example, if a traveler's signature will be needed for bank accounts during their absence, granting power of attorney will allow a friend or parent to act legally on their behalf. To handle situations regarding financial aid, travelers must grant their contact person power of attorney, in addition to completing the Release of Information form, which will grant the appointed individual access online. Without power of attorney, it will be difficult or impossible for a traveler's contact person to obtain information regarding financial aid, complete financial aid paperwork, or resolve other financial and legal matters, due to privacy laws. To appoint this access, travelers must complete a Power of Attorney form and have it notarized by a public notary.

Source: University of Minnesota Study Abroad Handbook, Princeton University International Travel Handbook 2014-15

OPERATING MACHINERY AND HANDLING HAZARDOUS MATERIALS

It is important for students, faculty, and staff who may be operating machinery or hazardous materials abroad to familiarize themselves with the following safe operation techniques to help reduce risk:

Seek Training Ahead of Time

If the traveler knows prior to departure that they will be working with hazardous materials or operating potentially dangerous machinery, they should seek out training on how best to work with and around these items before embarking abroad. Additionally, the traveler should familiarize themselves with the laws and regulations in the host country where the heavy machinery operation and/or hazardous material handling will take place (e.g. licensing, certificates, etc).

- Additionally, travelers should plan ahead to purchase and pack any necessary **Personal Protective Equipment (PPE)** if it will not be provided at the local site. PPE may include safety materials such as gloves, goggles, hard hats, or closed-toed shoes. They are items that help reduce the risk of exposure to hazardous materials or situations. PPE is important for travelers to possess if they know they will be exposed to hazardous materials or surroundings as part of their project abroad. To learn more about PPE, visit this Occupational Health & Safety Administration (OSHA) website: <https://www.osha.gov/SLTC/personalprotectiveequipment/>

Observe the Surroundings

An initial risk assessment of the surroundings can help travelers identify and avoid potential hazards.

Assess the Risk

Once a traveler has identified a health or safety risk at their site, they should devise a safety plan to minimize or remove that risk. Risk may be observed as:

- Unclean or unsafe site conditions
- Improper use of PPE or other work materials
- Untrained individuals attempting to work with or around hazardous items of machinery
- For more information on identifying and assessing risk, travelers are encouraged to review the following OSHA training module:
https://www.osha.gov/dte/grant_materials/fy11/sh-22318-11/Mod_3_ParticipantManual.pdf

Choose the Most Appropriate Action Plan

Travelers should prepare and/or review a developed safety plan on what to do in the event of an accident or emergency. This may include:

- **Removing Yourself, Minors, or Others from the Site:**
 - When in doubt, if the traveler notices or experiences a dangerous situation, they should first safely remove themselves and others from the risky situation.
 - Additionally, the U-M Standard Practice Guide Policies (SPG) outlines regulations to protect the health and wellness of minors who may become associated with a U-M affiliated program. The policy states that all University administrators, health care providers, faculty, staff, students, and volunteers working with minors in University-Sponsored Programs are required to comply with practices that do not threaten or endanger a minor's health and safety. For more information on this policy, travelers should refer to the following link:
<http://spg.umich.edu/policy/601.34>
- **Reporting the Risk:** Sometimes unexpected risk can occur on the site and it is important to report the risk to the appropriate authority. Travelers should familiarize themselves with the local equivalent of 911 or other emergency contacts at their host location. Information on this may be found at:
<http://travel.state.gov/content/studentsabroad/en/to-go/911-list.html>

Additional Resources

The **U-M Department of Occupational Safety & Environmental Health (OSEH)** website, <http://www.oseh.umich.edu/>, provides additional information on safe interactions and disposal of hazardous materials.

NATURAL DISASTERS AND CLIMATIC CHANGES

Earthquake Safety

Travelers going to areas prone to earthquakes should familiarize themselves with general earthquake safety practices. Please ask on-site staff or U-M program leaders for specific recommendations.

The U.S. Federal Emergency Management Agency (FEMA) has the following advice to follow during an earthquake <http://www.ready.gov/earthquakes>:

Drop, cover, and hold on. Minimize movements to a few steps in order to get to a nearby safe place, and if indoors, stay there until the shaking has stopped and exiting is safe.

If Indoors

- DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk nearby, travelers should cover their face and head with their arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- If in bed when the earthquake strikes, stay there. Travelers should hold on and protect their head with a pillow, unless under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- Do not use a doorway unless certain that it is a strongly supported, load-bearing doorway, and is nearby. Many inside doorways are lightly constructed and do not offer protection.
- Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- DO NOT use the elevators.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If Outdoors

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls. Ground movement during an earthquake is seldom the direct cause of death or injury. Most earthquake-related casualties result from collapsing walls, flying glass, and falling objects.

The Embassy of the United States in Tokyo, Japan has vast experience dealing with earthquakes, and suggests US citizens read the useful advice within Tokyo Metropolitan Government's bilingual Earthquake Survival Manual:

<http://japan.usembassy.gov/e/acs/tacs-7111.html#earthquake>

Source: Adapted from the Center for Disease Control, <http://emergency.cdc.gov/disasters/earthquakes/index.asp>.

Tsunamis

Tsunamis are seismic waves of water that arise when there is a disruption above or below ground, such as during a volcanic eruption, earthquake, or landslide. Travelers are advised to seek immediate shelter in the occurrence of a Tsunami and contact HTH Worldwide Insurance promptly once the situation becomes safe.

Following a tsunami, drinking water, food, shelter, and medical care for injuries pose immediate health concerns. Contaminated water and food may exacerbate the situation and travelers are recommended to consume food that has been cleaned with bottled or boiled water, if possible.

Source: Adapted from the Center for Disease Control, <http://emergency.cdc.gov/disasters/tsunamis/index.asp>.

Hurricanes

Known also as cyclones, hurricanes are serious natural occurrences that can be quite destructive with high winds and heavy rainfall. Travelers who know a hurricane is approaching and cannot leave the immediate danger area should devise a safety plan that includes the acquisition of certain supplies, such as: food, water, medicine, personal hygiene items, sleeping bags, first-aid equipment, important travel documents with emergency numbers, fire extinguisher, battery-powered radio, flares, and flashlights.

Once the immediate danger has passed, travelers are encouraged to contact their program or on-site staff to request additional assistance. As well, travelers may contact HTH Worldwide Insurance for further resources.

Source: Adapted from the Center for Disease Control, <http://emergency.cdc.gov/disasters/hurricanes/index.asp>.

Office of the Provost, VPGEE. October, 7 2015.

Landslides and Mudslides

Landslides and mudslides occur when earthly debris is disturbed and quickly travels down a slope, at times mixing with watery channels on the way. Landslides and mudslides may be prevalent following other natural disasters such as volcanic eruptions or earthquakes. Immediate health risks associated with landslides and mudslides include encapsulation of all items or individuals within its path, as well as devastation of roads, water, electrical, sewage, or gas lines.

Travelers are encouraged to learn if nearby slopes in their destination/s has a history of land or mudslides and if there is a local emergency or evacuation plan in place. During times of heavy rainfall, travelers should keep informed with local warnings of land or mudslides and be prepared to immediately evacuate the area. After a land or mudslide occurs, travelers should avoid the site and any downed utility lines.

Source: Adapted from the Center for Disease Control, <http://emergency.cdc.gov/disasters/landslides.asp>.

Extreme Heat and Cold Temperatures

Extreme temperatures in weather can pose health risks for international travelers. It is important for travelers to know the warning signs of heat or cold-related illnesses and seek medical attention if necessary.

Tips for Extreme Heat Weather Conditions

- Keep hydrated with fluids. Avoid fluids that are alcoholic, caffeinated, or contain large amounts of sugar
- Stay indoors or in a shaded area. Seek air-conditioned rooms, if possible
- Take a cool shower or bath
- Wear lightweight, light-colored clothing
- Avoid exercise
- Wear sun screen, sunglasses, and a hat to prevent against sunburns

Tips for Extreme Cold Weather Conditions

- Cover all extremities of the body with sufficiently warm clothing
- Stay indoors or in a warm area
- Remove any wet clothing
- Take a warm shower or bath after exposure to cold weather

- Seek immediate medical attention for cases of frostbite and/or hypothermia

Source: Adapted from the Center for Disease Control, <http://emergency.cdc.gov/disasters/extremeheat/index.asp> and <http://emergency.cdc.gov/disasters/winter/index.asp>.

Floods

Floods are devastating natural occurrences that may cause severe harm to individuals and personal property. Travelers visiting areas typically affected by seasonal flooding should familiarize themselves with local emergency evacuation plans and emergency shelters. They should also keep on their person a laminated copy of emergency contact numbers and individual health information.

As with the majority of natural disasters, individuals with certain disabilities should designate ahead of time a capable individual or emergency response agency in the host country to assist in the event of an evacuation. HTH Worldwide Insurance offers resources for individuals in flood-prone areas and should be contacted in the case of an impending flood.

Source: Adapted from the Center for Disease Control, <http://emergency.cdc.gov/disasters/floods/index.asp>.

Tornadoes

Tornadoes occur when opposing warm and cold wind forces converge creating high wind speeds. Individuals trapped during a tornado are at risk of being struck by falling debris or collapsing structures. Travelers may prepare ahead of time by paying close attention to weather reports in areas where tornadoes are frequent. Travelers may also familiarize themselves with any local warning systems or safety shelters in their travel destination. Prior to a tornado, travelers should consider stocking up on emergency supplies, such as: food, water, medicine, personal hygiene items, sleeping bags, first-aid equipment, important travel documents with emergency numbers, fire extinguisher, battery-powered radio, flares, and flashlights. During a tornado, individuals should seek immediate shelter in an area away from windows and doors and in the lowest floor of a building structure.

Source: Adapted from the Center for Disease Control, <http://emergency.cdc.gov/disasters/tornadoes/index.asp>.

Wildfires and Volcanoes

Travelers should take precaution to know in advance if they will be residing in an area prone to wildfires or volcanoes. Fire and lava can move rapidly and it is beneficial if travelers in these

vulnerable zones prepare an escape plan ahead of time. In addition, travelers should keep updated on local weather warnings and be mindful that smoke, gases, and ash are also serious dangers to an individual's health. Victims of wildfire or volcanic injuries should seek immediate medical attention and contact HTH Worldwide Insurance for additional resources and references.

Source: Adapted from the Center for Disease Control, <http://emergency.cdc.gov/disasters/wildfires/index.asp> and <http://emergency.cdc.gov/disasters/volcanoes/index.asp>.

Altitude Sickness

Travelers to destinations of extreme elevations should ease into the new altitude gradually, if possible. Travelers should also be aware of the symptoms associated with altitude sickness such as:

- Headache
- Insomnia
- Irritability
- Dizziness
- Muscle aches/fatigue
- Loss of appetite
- Nausea
- Vomiting
- Swelling of face, hands, and feet

In addition to adjusting to the new elevation gradually, travelers to these regions should avoid overexertion during the first few days of arrival. They should also drink plenty of water and avoid alcohol and unnecessary medications as their effects may be increased due to high altitude.

AVOID UNFAMILIAR ANIMALS AND CONTRACTING RABIES

Travelers are advised to avoid stray animals in all countries, as well as domestic animals in countries where rabies is endemic, in order to limit the risk of contracting rabies. As **International SOS** describes, "Rabies is almost always fatal. It is a viral disease contracted when bitten or scratched by an infected (rabid) animal – most frequently a dog. One to three months after contracting rabies, non-specific symptoms such as fever, tingling or numbness near the bite might develop. Eventually it causes delirium, convulsions, coma and death."

What to do if exposed to rabies:

- Seek medical advice promptly from a doctor, medical assistance company, or another qualified source. Notify the doctor or staff that you may have been exposed to rabies, even if you have had pre-exposure vaccination. They can then immediately assess the need for rabies post-exposure treatment. THIS CAN BE LIFE SAVING.
- Immediately cleanse the wound with soap and water, and a povidone-iodine solution, if available

- Contact HTH
- Contact the University of Michigan

Sources

- International SOS Offers Advice on World Rabies Day, 28 September 2012:
http://www.internationalsos.com/en/pressreleases_6637.htm
- CDC Rabies Infection and Animals:
<http://www.cdc.gov/healthypets/diseases/rabies.htm>

SWIMMING SAFETY

Drowning accounts for 14% of deaths of US citizens abroad, yet travelers are generally naïve about water risks, such as ocean currents, rip tides, undertows, and flash floods (CDC: <http://wwwnc.cdc.gov/travel/yellowbook/2012/chapter-2-the-pre-travel-consultation/injuries-and-safety.htm>). Also, travelers should be aware of water-borne bacteria. For example, schistosomiasis is prevalent in many tropical freshwater rivers. Giardia is found in such waters outside the tropics as well.

The U-M advises travelers to avoid unsupervised swimming areas while abroad. In the event that swimming is a part of the international experience:

- Swim only in well-maintained chlorinated pools or ocean water known to be free from pollution.
- Travelers should be clear about their swimming abilities. Travelers should not swim if they are not comfortable.
- Use the buddy system. Never swim alone.
- Know the local weather conditions before going near or on the water.
- Avoid alcohol while swimming.
- Do not dive into water. Diving into shallow water can cause head and spinal cord injuries as well as death. Areas that seem deep may actually be shallow.
- Stay in areas designated safe by lifeguards or local authorities.
- Heed all warning signs/flags and lifeguards if present.
- Be aware of rip currents in natural settings. If caught in a rip current, swim parallel to shore. Once free of the current, swim diagonally toward shore. See the United States Lifesaving Association for details: <http://www.usla.org/?page=RIPCURRENTS>
- Be cautious of mudslides and flash floods after a heavy rain.
- Use approved safety devices rather than toys, such as inner tubes or noodles.

For more specific water safety information, please visit The Centers for Disease Control's "Unintentional Drowning: Get the Facts" page for details on how to stay safe in the water: <http://www.cdc.gov/homeandrecreationalafety/water-safety/waterinjuries-factsheet.html#prevented>

BEDBUGS

All travelers should be aware of the possibility of encountering and transporting bedbugs. They should understand how to avoid and handle bedbugs, and remember that the only health risk bedbugs pose is the anxiety and stress they can cause.

It is suggested that travelers:

1. Check their beds for signs of bedbugs. Travelers should be careful to not create a 'bedbug scare' since there may be insects that are not bedbugs present, such as mosquitoes. If evidence of bedbugs is found (see <http://extension.entm.purdue.edu/publichealth/insects/bedbug.html> for details), inform managerial staff to see what can be done. This is especially important when traveling for personal reasons, as hostels are more likely to have bedbugs than other accommodations.
2. Avoid transporting bedbugs from an infested room, such as in a hostel, to their permanent accommodations. To avoid carrying bedbugs, inspect personal items, such as luggage and clothing, frequently. Pay special attention to cracks, crevices, and creases. Wash clothing that is suspected of having bugs at the highest temperature, or freeze. (Source: <http://www.extension.umn.edu/distribution/housingandclothing/M1196.html>)
3. Never throw belongings or luggage on a bed or on carpeting, as these potentially contain bedbugs. Rather, unpack clothing on a wood or tile surface or use luggage racks until it is certain that there are no bedbugs. Travelers should travel this way, even in their home country, to avoid transporting pests.

In order to limit anxiety and fears of real or perceived bedbugs, travelers should understand the following:

- Bedbugs are becoming an increasingly frequent occurrence, even in the United States (http://www.cdc.gov/nceh/ehs/publications/bed_bugs_cdc-epa_statement.htm)
- Bedbugs are not caused by poor sanitation or one's social status (<http://www.bedbugcentral.com/bed-bugs-mattress-and-box-spring-encasements>)
- Bedbugs do not transmit disease (http://www.cdc.gov/nceh/ehs/publications/bed_bugs_cdc-epa_statement.htm and <http://extension.entm.purdue.edu/publichealth/insects/bedbug.html>)
- There are strategies to mitigate the risk of bedbugs (<http://extension.entm.purdue.edu/publichealth/insects/bedbug.html>)

AMERICANS ABROAD: SOME ADDITIONAL SAFETY SUGGESTIONS

In the wake of September 11, 2001 and subsequent world events, the U-M encourages travelers to take these basic steps that may help them avoid being targeted for any specifically anti-

American acts or demonstrations:

- Avoid drawing attention to one's self as an American – in dress (e.g. with university logos or obvious American slogans) or in speech (no loud public discussions of American politics, policies, etc.), and avoid conspicuous, loud use of English in public places.
- Stay away from demonstrations and other political activities at which anti-American opinions are likely to be expressed.
- Limit time spent at government facilities such as the American Embassy or at commercial establishments that are known to attract large numbers of Americans (e.g. the Hard Rock Café, Starbucks, McDonalds, etc.)
- Travel in small groups (two to five people) rather than alone or in large groups. If a traveler's program has a Resident Director or if on-site staff is available, travelers should keep them informed of their whereabouts if they travel away from the program site.

Health Insurance

HEALTH INSURANCE COVERAGE

Please note that coverage for U-M educational experiences, personal / leisure travel, and business travel differs. Please consult the UHS site for details: <http://www.uhs.umich.edu/tai>

The following benefits are covered for travelers with HTH coverage and HTH GeoBlue coverage:

- Medical coverage for outpatient, inpatient, emergency care and surgery
- Coverage for treatment of mental and nervous disorders
- Coverage for prescription drugs
- Pre-existing conditions are covered
- HTH Worldwide pays "up-front" for medical treatment if travelers visit an HTH-contracted physician.
- HTH will reimburse (via completed claim form) for covered medical treatment if travelers visit a non-HTH contracted physician and must pay for services.
- Expenses for flight and hotel (up to \$1,500) for a bedside visit by a family member if traveler is hospitalized for an extended period of time (must be arranged with HTH)
- Coverage for emergency medical evacuation when coordinated through HTH
- Political Security/Natural Disaster evacuation coverage when coordinated through HTH
- Travelers have access to a website listing with provides:
 - HTH-certified English-speaking physicians in their destination
 - Drug translations, medical terms and phrases
 - City Health profiles (for safety and security in their destination location)
- ***Please note: travelers are encouraged to purchase their own travel or property insurance since HTH coverage does not include these. HTH does not reimburse flight cancellations, stolen or lost possessions.***

As part of their visa application process, travelers may be required to provide proof of health insurance. Travelers may access their Plan Brochure, Certificate of Coverage, or Guide for Members through the UHS Travel Abroad Health Insurance website:
<http://www.uhs.umich.edu/tai#info>.

INSURANCE COVERAGE DURATION

Travelers should ensure that their coverage extends the entire duration of their international travel. Depending upon departmental protocol, travelers may have to enroll themselves in and pay for HTH while other departments enroll and pay for the HTH for the duration of the program. Travelers should contact their department administrator to determine if they are available for obtaining coverage and associated fees.

EXTENDING HEALTH INSURANCE COVERAGE

If travelers plan to travel before or after their official program dates, the U-M recommends that they extend their insurance coverage. Travelers are responsible for costs associated with extended coverage. To extend coverage, visit the HTH website at: www.hthstudents.com

COUNTRY SPECIFIC INSURANCE

Travelers may need to purchase health coverage that is required by a traveler's host country or program provider. Travelers should contact their consulate issuing their visa to be certain.

PROOF OF MEDICAL COVERAGE FOR VISA APPLICATIONS

As part of their visa application process, travelers may be required to provide proof of health insurance. Travelers can request proof of health insurance letters for visa applications by contacting: UHS-mancare-stuins@med.umich.edu

USING HTH INSURANCE IN A MEDICAL EMERGENCY

In the event of a medical emergency, travelers should go immediately to the nearest physician or hospital without delay and then contact HTH Worldwide. HTH Worldwide will then assist with referrals if additional medical care is needed.

To contact HTH Worldwide, call:

- 800-257-4823 (inside the U.S.)
- +1-610-254-8769 (outside the U.S. – collect call)
- Email: customerservice@hthworldwide.com

EVACUATION COVERAGE

In the event of a covered evacuation (medical, political, or natural disaster), HTH Worldwide **must** be contacted in advance and facilitate all evacuation services in order for the evacuation to be covered.

Travelers should contact their department through the Division of Public Safety and Security (DPSS) at 734-763-1131 (Ann Arbor), 313-593-5333 (Dearborn), or 810-762-0006 (Flint) before medical, political security, or natural disaster evacuations. DPSS will route the caller to an emergency responder.

USING HTH FOR ROUTINE MEDICAL CARE ABROAD

HTH Worldwide maintains a 24/7 call center to assist members and offers a wide variety of services including:

- Locating medical care
- Medical monitoring and referrals
- Coordination of hospital and clinical payment guarantees
- Medical evacuation planning and coordination

To contact HTH Worldwide, call:

- 800-257-4823 (inside the U.S.)
- +1-610-254-8769 (outside the U.S. – collect call)
- Email: customerservice@hthworldwide.com

CLAIMS REIMBURSEMENT PROCEDURE

Whenever possible, travelers should contact HTH Worldwide prior to medical care. HTH will assist travelers in scheduling appointments for medical care with HTH contracted providers. If a medical provider is unwilling to bill HTH directly, travelers may have to pay the charges and seek reimbursement from HTH. **In these cases, travelers should ask the doctor, hospital, or pharmacy for a copy of the bill and a receipt of payment. These documents are needed for reimbursement from HTH Worldwide.**

To request reimbursement, a claim form is available on the HTH Worldwide website. Instructions for filing a claim are on the back of the form.

INSURANCE COVERAGE FOLLOWING GLOBAL EXPERIENCE

While the HTH Worldwide insurance plan will provide *some* continued coverage for when travelers return home following a condition or injury abroad, this coverage is extremely limited and therefore **travelers should continue whatever current health insurance coverage they have in the U.S upon return**. For more information about traveler benefits through HTH Worldwide Insurance Plan please visit the U-M Benefits page at:

http://www.uhs.umich.edu/files/uhsdocs/UM_SA_Pamphlet_2011-12.pdf

General Resources

GUIDEBOOKS

These are general suggestions. Travelers should find resources that are tailored to their own particular interests

- Both *Let's Go* and *Lonely Planet* guides contain an astonishing breadth of handy cultural information, including some valuable country- and city- specific tips for LGBT travelers.
- The *Real Guide* series provides good in-depth country specific information.
- *Are travelers Two...Together?* By Lindsay Van Gelder and Pamela Rokin Brandt. For LGBT travelers.
- *Do's and Taboos* series by Roger Axtell
- *Culture Shock* series by Sally Adamson Taylor

Travel Guide Sites:

- International LGBT: www.internationalspectru.umich.edu
- Let's Go: www.letsgo.com
- Lonely Planet: www.lonelyplanet.com
- Rough Guides: www.roughguides.com
- Travelers Point: www.travellerspoint.com
- Exploroo: www.exploroo.com
- Fodor's Travel: www.fodors.com
- Rick Steves' Europe: www.ricksteves.com

GOVERNMENT SERVICES

- The Centers for Disease Control: www.cdc.gov/
- Passport Information: <http://travel.state.gov/content/passports/english.html>
- Foreign Entry Requirements:
<http://travel.state.gov/content/visas/english/general/americans-traveling-abroad.html>
- Drug Warning: <http://travel.state.gov/content/passports/english/go.html>

- Embassy and Consulate Information: www.embassyworld.com
- Embassy and Consulate Information: www.embassy.org
- Travel Warnings: <http://travel.state.gov/content/passports/english/alertswarnings.html>
- Absentee Voting: www.fvap.gov
- The U.S. Consulates: www.usembassy.state.gov
- The U.S. Department of State: www.state.gov
- The U.S. State Department Travelers Abroad website <http://travelersabroad.state.gov/>
- Bureau of Consular Affairs Overseas Citizens Services: <http://travel.state.gov/>

GENERAL STUDY ABROAD INFORMATION LINKS

- HTH Worldwide Insurance: www.hthtravelers.com
- University of Michigan International Travel Registry: <http://globalportal.umich.edu/register-travel.php>
- The SAFETI Clearing House (*Safety Abroad First: Educational Travel Information*): www.globaled.us/safeti/
- Diversity Abroad: www.diversityabroad.com
- The International Currency Converter: www.xe.com
- General study abroad resources: www.studyabroad.com/handbook/handbook.html
- Online Cultural Training Resource for Study Abroad www3.uop.edu/sis/culture/index.htm
- The International Traveler Travel Confederation: www.istc.org
- Alcoholics Anonymous World Services: <http://www.aa.org/>
- Overeaters Anonymous: <http://www.oa.org/>
- Association for Safe International Travel: <http://www.asirt.org/>
- National Sexual Violence Resource Center: <http://www.nsvrc.org/>
- Rape, Abuse & Incest National Network (RAINN): <http://www.rainn.org/>
- National Association of Anorexia Nervosa: <http://www.anad.org/>

References

- Cornell Study Abroad Traveler Handbook Fall 2012: http://www.cuabroad.cornell.edu/customtags/ct_FileRetrieve.cfm?File_ID=060775754F720702700C0402061F74060E7A1B7A0708026B00090403067D06747377770072030173
- Kalamazoo College Study Abroad Handbook 2014-15: https://reason.kzoo.edu/.../Branded_Study_Abroad_Handbook_2014_2015_rev_2.25.14.pdf
- MSU Study Abroad Traveler Guide: <http://studyabroad.isp.msu.edu/travelerhandbk/>
- Ohio State University Study Abroad Handbook 2011-12
- Princeton University International Travel Handbook 2014-15: <http://www.princeton.edu/oip/about/publications/Travel-Handbook.pdf>
- St. John's University presentation on Mental Health for travelers abroad, 2012
- UCLA Travel Study Traveler Guide: <http://ieo.ucla.edu/travelstudy>
- University of Denver Study Abroad Handbook:

https://abroad.du.edu/_customtags/ct_FileRetrieve.cfm?File_ID=587

- University of Minnesota Duluth Study Abroad Handbook: https://ieo.wp.d.umn.edu/wp-content/uploads/2014/02/IEOStudyAbroadHandbook_2013-2014.pdf
- University of Wisconsin Study Abroad Handbook: [http://www4.uwm.edu/cie/documents/Student%20Handbook%20\(Aug09\).pdf](http://www4.uwm.edu/cie/documents/Student%20Handbook%20(Aug09).pdf)

Checklists

TRAVEL REQUIREMENTS

- ☐ Complete all of the requirements in M-Compass or UM-Flint WorldLink
- ☐ Read the U-M International Travel Policy SPG 601.31
 - If your travel record is not yet in M-Compass, register your travel before departure: <http://global.umich.edu/travel-resources/register-your-travel/>
 - Complete a Safety Plan in the event you are traveling to a Travel Warning or Travel Restriction Destination: <http://global.umich.edu/travel-resources/warnings-restrictions/>
- ☐ Complete all of the host institution/program and department requirements if applicable

HEALTH

- ☐ Complete the Individual Travel Health Inventory and Self-Care Plan: <https://umich.box.com/shared/static/paz6m8xzkhw6kppay0l6y3f98ed9mih.pdf>
- ☐ Make an appointment with your primary care physician or UHS Travel Health Services (www.uhs.umich.edu/travelhealth) to receive vaccinations as recommended for travel to your program site
- ☐ Purchase HTH insurance for the duration of your travel, in the event that your sponsoring department has not purchased HTH on your behalf. Instructions to purchase HTH can be found at: <http://www.uhs.umich.edu/tai>
- ☐ In the event that your department has purchased HTH on your behalf, look for an e-mail detailing your HTH insurance policy number and account. Travelers can upload this card in MCompass for safe-keeping
- ☐ If you plan to travel before or after your official program dates, register for additional insurance coverage from HTH Worldwide (<https://www.hthtravelinsurance.com/login/login.cfm>) after receiving your HTH insurance policy number from the above e-mail
- ☐ If you take medications (including eyeglass prescriptions and herbal supplements):
 - Contact the embassy of your destination country/s or call an HTH Advisor to determine the legality of your medications for all travel destinations.
 - Research the HTH Drug Translation Guide for medication name and availability in your program location (<https://www.hthtravelinsurance.com/login/login.cfm>)
 - Visit your primary care physician to obtain generic medications for the length of time you will be onsite. Make sure you have all the information needed to carry the

- medication into the country/s you plan on visiting.
- ☐ Plan to pack additional items as recommended by the Centers for Disease Control and Prevention for your program location (www.cdc.gov/travel)
- ☐ Research local health conditions and recommendations by the Centers for Disease Control and Prevention (www.cdc.gov/travel) and HTH Worldwide City Health Profiles (<https://www.hthtravelinsurance.com/login/login.cfm>)
- ☐ Research local health facilities, including doctors, hospitals and pharmacies, using your HTH Worldwide account (<https://www.hthtravelinsurance.com/login/login.cfm>)
- ☐ Set up appointments on-site as necessary

SAFETY

- ☐ Utilize the [U-M Resilient Traveler](#) resource to cultivate self-care strategies for stress, culture shock, and traumatic emergencies.
- ☐ Before departure, familiarize yourself with current information on health and medical facilities, as well as personal safety and security at your destination. Be sure to carefully consider your safety when arranging local lodging and transportation. Available resources include:

[U.S. State Department Travel Warnings](#)

[U.S. State Department Country Specific Information](#)

[Overseas Security Advisory Council \(OSAC\)](#) for country specific information and Crime and Safety Reports. A list of current Crime and Safety Reports can be found here: [OSAC Crime and Safety Reports](#)

Travel advisories and notices from other countries:

[Australia](#)

[Canada](#)

[France](#)

[Ireland](#)

[New Zealand](#)

[United Kingdom](#)

[HTH Insurance](#) - Country specific Health and Security Profiles

[Centers for Disease Control \(CDC\)](#) - Country specific traveler's health

[Association for Safe International Road Travel \(ASIRT\)](#) – Country specific road safety

- ☐ **Safety Plan.** U-M's Safety Plan is an effective tool where you can record emergency contact numbers, health and safety information and should carry with you during your travel. If you are not traveling to a [University Travel Warning or Restriction Destination](#), you do not need to submit to ITOC for review and approval.
- ☐ **Mobile Device and Data Security.** Keep your mobile devices, personal information, and sensitive university data secure while traveling. Information and Technology Services provides helpful information about [Traveling with Technology](#).
- ☐ **Computer Registration.** If you are taking personal equipment overseas and would like to make sure you will not have to pay duty on it when you return to the U.S., register the equipment with the [U.S. Department of Homeland Security](#). This can be done by

completing a Certificate of Registration for Personal Effects Taken Abroad, CBP Form 4457, at the closest port of entry. In Ann Arbor, that is Detroit Metro Airport.

PASSPORT AND VISA

- ☐ Obtain a passport in advance of departure. U.S. citizens can learn more about this process from the U.S. Department of State (http://www.travel.state.gov/passport/passport_1738.html)
- ☐ Research entry/exit requirements in your host country; determine your host country's nearest consulate and visa regulations
- ☐ Obtain a visa in advance of departure. Processing times vary by country, citizenship, and consulate.
- ☐ Register with the STEP program U.S. embassy of your program location (U.S. citizens and travelers who are not U.S. citizens): <https://step.state.gov/step/>
- ☐ Make several copies of your passport and visa: leave a copy with your emergency contact, carry a copy with you, and upload a copy in MCompass.
- ☐ Carry your actual passport on you when you are in transit. Guard your passport at all times. Do not pack your passport with your checked luggage.

TRAVEL

- ☐ Make travel arrangements including planning travel from the airport to accommodations.
- ☐ Register with U-M Travel Registry: <http://global.umich.edu/travel-resources/register-your-travel/>
- ☐ Share your travel itinerary with your family and emergency contacts
- ☐ Make copies of emergency contact information to carry with you while traveling
- ☐ Purchase a money belt or neck pouch to protect your valuable documents and currency
- ☐ Check with your airline about luggage restrictions and policies
- ☐ Learn about local conditions in your program location: research country specific information and travel alerts from the U.S. Department of State (www.travel.state.gov)

FINANCES

- ☐ Make arrangements to ensure program fees and any host university/program provider deposits will be paid according to deadlines
- ☐ If planning to receive financial aid or other funding for, complete the proper paperwork from the Office of Financial Aid or other office(s).
- ☐ Research additional funding options, including external scholarships
- ☐ Arrange for direct deposit with U-M if planning to receive refunds to your traveler account
- ☐ Pay any outstanding bills owed to U-M and check to see that no financial holds have been placed on your account
- ☐ Ask your bank and credit card companies if your credit and debit cards will work in

countries you are visiting, and alert them where and when you will be traveling. Make sure your credit card has a sufficient balance to get you home quickly if you need to, and to cover unexpected expenses.

- ☐ Research options for purchasing currency or travelers' checks prior to departure or upon arrival

PACKING (SEE PACKING TIPS FOR A MORE COMPLETE LIST)

- ☐ Research electrical plugs and voltages in your program location; purchase converters and adapters prior to departure
- ☐ Research airline regulations for luggage restrictions (<http://www.tsa.gov/traveler-information>)
- ☐ Assemble a carry-on bag to include:
 - Passport and additional copies
 - Cash (including at least 100 USD of local currency) and ATM and/or credit cards
 - HTH Worldwide insurance card, policy, and emergency contact information
 - First aid supplies, prescriptions, and medications in original containers
 - Copies of official program acceptance and / or letters of affiliation from hosts
 - The U-M Study Abroad Health and Safety Handbook
 - Travel itinerary
 - Emergency contact information, including on-site contacts and University of Michigan contacts
 - Info about local ground transportation arrangements
 - City map, guidebooks or phrasebooks
 - Customs Letter or export license (if required)
 - Electronics, including cell phone and coverage information
 - Change of clothes in case your luggage doesn't arrive

ACADEMICS (FOR CREDIT EXPERIENCES)

- ☐ Meet with your academic advisor(s) about applying program courses towards degree requirements

PRE-DEPARTURE PREPARATION FOR RESEARCHERS

- ☐ **Institutional Review Board (IRB) Permission.** Check with your advisor about IRB permission if you will work on faculty-sponsored research. If research involves human subjects, apply for permission from the appropriate [Health Sciences and Behavioral Sciences Institutional Review Board](#) at least 8 weeks before departure.
- ☐ **University Property and Equipment.** Authorization from the University is required to take U-M property or equipment out of the U.S. You must submit a Request for Removal and Use of University Equipment <http://www.finance.umich.edu/system/files/LoanForms.pdf> from

the Office of Property Control. Equipment certified as owned by U-M can be brought back into the country without duty being charged.

- ❑ **Laptops, Software, and Data.** U.S. regulations usually allow basic equipment to be taken to most countries on a temporary basis without restriction. Such equipment includes a laptop computer, standard software applications and operating systems, PDA, cell phone, and data storage devices. As a precaution, travelers should remove confidential or restricted information that personally identifies individuals from laptops and storage devices. In addition, any software or data that was received under a non-disclosure agreement should also be removed. For more information see the [Office of Research and Sponsored Projects \(ORSP\)](#).
- ❑ **U.S. Equipment, Software and Data Export Restrictions.** Export of equipment may be prohibited depending on the equipment or data and the destination of the traveler. Additionally, a license required to take equipment, technologies, materials, compounds, prototypes, or specimens for research outside the US. Such controlled items may include sensors, global positioning systems (GPS), test instrumentation, thermal imaging cameras, reagents, biological materials, and encryption or other sensitive software or data. Researchers should not take any proprietary or confidential data outside the US. The [Office of Research and Sponsored Projects \(ORSP\)](#) will assist travelers prior to departure to determine if export control regulations apply to the equipment they wish to take.
- ❑ **Research in OFAC Countries.** The Office of Foreign Assets Control (OFAC) administers and enforces economic sanctions programs. If you plan to conduct research in an OFAC country, you need to ensure you comply with U.S. laws and regulations. View the current list of [OFAC Sanctions Programs and Country Information](#). Contact Krista Campeau at exportcontrols@umich.edu for further information.

ON SITE

- ❑ Confirm arrival with your parent/guardian and your U-M administrative contact
- ❑ Upon arrival, confirm local contact information with family, friends, and in M-Compass
- ❑ Purchase a local cell phone
- ❑ Attend any onsite orientation sessions or request health and safety advice from host
- ❑ Continue to check your U-M e-mail for important updates
- ❑ (If applicable) Make plans to register for your next term of coursework at U-M:
 - Look for an e-mail notifying you of your registration appointment
 - Check the online course guide when backpacking becomes available
- ❑ Continue challenging yourself to try something new every day
- ❑ Contact your U-M administrative contact in the event you experience health, safety, and / or sexual misconduct emergency. Please note, SAPAC can provide anonymous support while you are abroad. See U-M Emergency Contact information for details.

Acknowledgments

A grant from the Vice Provost for Global and Engaged Education made this resource possible. In addition, a cross-unit committee of University of Michigan professionals organized this project:

- Dr. Leslie Davis (School of Nursing)
- Patrick Morgan (Center for Global and Intercultural Study/Provost Office)
- Chinyere Neale (School of Public Health)
- William Nolting (International Center – Education Abroad)
- Rachel Reuter (Center for Global and Intercultural Study)
- Miranda Roberts (International Programs in Engineering)
- Vicki Simon (Ross School of Business)
- Sandra Wiley (STAMPS School of Art & Design)

Experts from U-M units across all three U-M campuses were also generous with their time and expertise in crafting this handbook:

- Marsha Benz (University Health Service)
- Ariana Bostian-Kentes (Spectrum Center)
- Trey Boynton (Multi-Ethnic Student Affairs)
- Laurie Burchett (Health Service Clinic)
- Mary Jo Desprez (University Health Service)
- Heidi Doyle (Registrar's Office – Global Engagement)
- Alice Ewing (University Health Service)
- Edward Hartke (Risk Management Services)
- Lauren Marozas (Kellogg Eye Center)
- Holly Rider-Milkovich (Sexual Assault Prevention & Awareness Center)
- Dr. Stuart Segal (Services for Students with Disabilities)
- Junichi Shimaoka (Counseling and Psychological Services)
- Asinda Sirignano (U-M Flint Education Abroad Office)

Finally, the committee thanks our two graduate research interns Anne Desiderio and Ashley Soyeon Kwon, for their time investigating best practices in international health and safety policy, surveying stakeholder needs, as well as in the construction and editing phases of this handbook.